

TYNE AND WEAR FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

RECRUITMENT ADVISOR

CATEGORY	CRITERIA	ESSENTIAL/ DESIRABLE	MEASURE
EDUCATION/ QUALIFICATIONS	HR related qualification or substantial work experience relevant to the role.	Essential	AF/I/C/AC
	Excellent literacy and numeracy skills.	Essential	AF/C/AC
WORK EXPERIENCE	Experience of leading large scale and complex recruitment campaigns with multi-stage assessments.	Essential	AF/AC/I
	Supervisory experience and accountability of directly line managing team members and their workload.	Desirable	AF/AC/I
	Experience of designing and developing positive action initiatives and activities that support workforce diversification.	Essential	AF/AC/I
	Experience of devising and delivering training and assessment materials in line with procedures and legislation.	Essential	AF/AC/I
	Experience of developing and delivering innovative attraction strategies including promotional activities and digital content.	Essential	AF/AC/I
	Experience engaging internal and external stakeholders and partners in recruitment activities and events.	Essential	AF/AC/I
	Experience of monitoring and analysing recruitment data that informs workforce planning and continuous improvement.	Essential	AF/AC/I
	Extensive experience providing professional advice to key stakeholders on all aspects of recruitment in line with organisational policy and legislation.	Essential	AF/AC/I
SKILLS/ KNOWLEDGE/ APTITUDE	Ability to identify improvements to recruitment processes and systems and implement relevant changes.	Essential	AF/AC/I
	Ability to produce and quality assure recruitment documentation and reports including content for external use.	Essential	AF/AC/I

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	Demonstrate excellent organisation skills with large-scale event planning and delivery.	Essential	AF/AC/I
	Time management skills with an ability to work to conflicting priorities whilst meeting deadlines and targets.	Essential	AF/AC/I
	Excellent IT skills including Microsoft Office Suite and HR Information Systems.	Essential	AF/AC/I
	A thorough understanding of the principles of equality, diversity and inclusion within recruitment processes.	Essential	AF/AC/I
	Excellent interpersonal and communication skills with the ability to communicate with a wide range of key stakeholders.	Essential	AF/AC/I
	Strong advisory and guidance skills with the confidence to challenge appropriately to ensure compliance with organisational policy and legislation.	Essential	AF/AC/I
OTHER	Must be able to work flexibly to meet the needs of the organisation which may include working evenings or weekends and working across various sites.	Essential	AF/I
	Demonstrate an ongoing commitment to continuous professional development.	Essential	AF/I/C

MEASURE CODE

I - Interview
 C - Certificates
 AF - Application form
 AC - Assessment centre