

Job Description

Directorate:	Resources		
Service:	People Services		
Location:	County Hall, Preston/Hybrid		
Salary range:	£35,235 - £39,513	Grade:	8
Reports to:	Talent Acquisition Lead	Staff responsible for:	N/A

Job purpose and scope

Enhancing the council's attraction and talent acquisition efforts by focusing on developing inclusive attraction strategies aimed at reducing vacancies and reliance on agency workers.

Accountabilities/Responsibilities

- Develop attraction strategies to attract high-quality candidates to reduce the number of vacancies across the council, reduce reliance on agency workers and provide relevant advice in support of these aims.
- Build and manage successful, collaborative working relationships with a range of stakeholders, including hiring managers, to understand their recruitment needs and provide expert advice.
- Use various reports and data to drive recruitment decisions and actions, ensuring a data-focused approach to talent acquisition.
- Support the development and maintenance of a robust talent pipeline to meet current and future resourcing needs.
- Be responsible for recruitment event development and management, including those events hosted by the council or by external organisations/universities.
- Review, advise and report on the return on investment of publications, events, paid for channels.
- Campaign development for specific roles, services, or functional areas.
- Utilise social media platforms to increase engagement, circulation, followers, and views,
- Using LinkedIn and other platforms to proactively search for talent, including passive candidates.
- Work independently, and collaboratively with the council's Communication Service, to enhance, develop and promote the council's employer brand to attract high calibre candidates.
- Work in partnership with specialist agencies to ensure cost effective, timely, measurable, and high-quality solutions are provided.
- Support the development of the council's career sites as an attraction and brand building tool with a view to increasing engagement and facilitating internal career development.
- Improve the inclusivity of our adverts, approach, resourcing channels and imagery including networking or collaborating with internal/external partners to support an improved ED&I.
- Establish working relationships with key contacts to help improve service levels.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- GCSE or equivalent experience plus significant experience of working in a similar role.

Experience

- Working with applicant tracking systems (ATS) / other recruitment system / HR system*.
- Working in an internal talent acquisition/resourcing and/or recruitment role.
- Proven track record of providing high quality service delivery, continuous improvement, effective performance, and service development.
- Involvement in projects that support the achievement of business priorities and/or customer requirements, with ownership of key tasks and milestones.
- Proven record of communicating effectively at all levels.
- Producing, analysing, and interpreting management information relating to employee relations.

Essential knowledge, skills & abilities

- Accuracy and attention to detail.
- Proficiency in MS Office packages, particularly MS Word and MS Excel.
- Knowledge and understanding of the use of social media platforms within talent acquisition/resourcing.
- Ability to work as a member of a team.
- Ability to work remotely and with limited supervision.
- Excellent communication skills.
- Excellent influencing, persuading and coaching skills.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post*

TALENT ACQUISITION PARTNER

You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive