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| **Job Description and Person Specification****Professional and Administrative staff.** |
| **Role title: Resourcing Advisor****Service: People and Culture** **Pay Band: Band C****Reports to: Resourcing Partner** |
| **Purpose of Role:**To work closely with our recruiting managers to support the university in attracting and recruiting high quality candidates.To support our Resourcing Partner in the coordination of the end-to-end recruitment process, providing a consistently high quality, customer focussed, timely, and effective recruitment service.Advising managers on all aspects of our recruitment and selection processes, this role will support best practice in recruitment and ensure compliance with our policies and procedures, in turn underpinning our equality diversity and inclusion strategy and commitments.To monitor the effectiveness of our recruitment provision through periodic reporting. This includes monitoring performance against our recruitment service level agreement, advertising spend/effectiveness, and progress in attracting candidates from diverse backgrounds. |
| **Responsibilities*** Work with the Resourcing Partner to provide comprehensive, specialist recruitment advice to managers across the university.
* Advising on job design and the writing of quality job descriptions/relevant person specifications, ensuring that text uses gender neutral language. Ensuring that content clearly sets out our commitment to safeguarding, as well as equality, diversity, and inclusion.
* Use the HERA job evaluation framework (Hay for senior posts) to evaluate new roles and confirm their grading within our pay scales.
* Assist managers with advert copy to maintain consistency of voice, use of gender-neutral language and reflect our commitment to safeguarding and recruitment of a diverse workforce.
* Coach managers in the use of effective selection criteria at both application and interview stage. Screening selection criteria presented to ensure that they comply with employment law and recruitment best practice.
* Advise on our advertising standards and processes for advertising in additional media when required.
* Assist managers in the use of recruitment agencies as required. This will include signposting to appropriate agencies on our preferred suppliers list, as well as indentation of specialist agencies and negotiation of placement fees/preferential rates.
* Assist managers identify any additional selection methods which may be appropriate prior to advertisement e.g. micro teaching session, presentation, tiered interviews, in-tray exercise etc.
* Ensure that appropriate positive action statements are applied to our advertisements.
* Ensure that all relevant information (job description, job evaluation, grade, selection criteria, advert copy) has been checked prior to handing over roles to our People & Culture Administrators for shortlist/interview processing.
* Advise managers post-interview to ensure compliance with our agreed appointment processes including starting salary.
* Highlight any potential issues with right to work in the UK requirements for candidates.
* Advise on visa requirements and contract options where an existing visit limits type of employment i.e. permanent/fixed-term contracts, availability of university sponsorship.
* Manage the start date expectations of managers as recruitment activity is handed over to our HR Operations Team for further processing (pre-employment checks/onboarding timelines).
* Work closely with our HR Operations Team to ensure a seamless service to our internal and external customers.
* Work to agreed targets, KPIs and Service Level Agreements and ensure manager and candidate issues are handled with empathy, in a timely and effective manner and escalate issues where need be as soon as possible.
* Periodically report on performance against our targets, KPIs and service level agreements, presenting data in a reader-friendly format. Present this data at our People & Culture meetings for monitoring purposes/discussion.
* Produce recruitment metrics to monitor the diversity of our applicants, and work with our Resourcing Partner to identify suitable methods of ensuring a diverse candidate pool.
* Produce reports to monitor use of advertising media and identify which media provide value for money in attracting quality applicants. Present these findings back to the P&C Team and information to inform discussions with recruiting managers.
* Be proactive in the development of new processes and input into any process review or new developments, including introduction of new technology.
* Demonstrate understanding of Ravensbourne’s values, culture and educational ethos and promote these through everyday practice in the role.
* Demonstrate a keen understanding of Safer Recruitment practices and ensure that these are applied throughout our recruitment and selection process.
* Demonstrate the value and importance of equality, diversity and inclusion in every aspect of Ravensbourne’s work and show commitment through everyday practice in the role.
* Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne’s objectives achieved.
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| **Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):**Recruiting managersHR Operations TeamWider People & Culture TeamAdvertising agenciesRecruitment agencies |
| **Resources Managed Budgets:*** NA
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| **Knowledge and Experience** | **Essential** | **Desirable** |
| **Education**Educated to first degree level in an appropriate subject |  |  |
| **Professional qualifications**Chartered member of CIPD, or proven evidence of equivalent relevant experience. |  |  |
| **IT and digital skills**Experience of using applicant tracking systems to facilitate the recruitment process.Intermediate Excel - to include use of a variety of charts and pivot tables for the presentation of statistics.  |   |  |
| **Specialist recruitment knowledge**Demonstrable knowledge and experience in recruitment and selection best practice, and evidence of ongoing professional development in this area. |   |  |
| **Specialist UK Visa and Immigration Knowledge**Understanding of UKVI legislation, our obligations as an employer, and how these impact on the type of employment which is available to candidates. |  |  |
| **Numeracy and analytical skills**Proven ability to analyse large data sets and present findings in an appropriate reader-friendly format. |   |  |
| **Higher Education knowledge**Experience of recruitment in a Higher Education setting. |  |    |

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| **Core Personal Skills and behaviours** | **Essential** | **Desirable** |
| **Communication**Communicates clearly orally and in writing, and in relating to others builds and maintains effective relationships openly and honestly, using every medium appropriately and with consideration for the audience, so that the messages.(both ways) are understood and able to be acted upon. |  |  |
| **Team working**Works collaboratively and harmoniously with others to get the job done. |   |  |
| **Customer focus and service**Understands the importance and value of building ongoing relationships with both our internal customers and external providers to ensure excellent service delivery. |   |  |
| **Problem Solving**Demonstrable ability to resolve issues where no precedent has been set, whilst adhering to policy guidelines. A solutions person with a track history of problem solving. |  |  |
| **Equality, Diversity & Inclusion**Demonstrable commitment to advancing and promoting equality, diversity and inclusion. |     |  |
| **Organisation**Ability to manage competing demands on time, to prioritise effectively and take decisive action to deliver to tight deadlines. |     |  |

**Our Values**

**Be creative.** We provide a provocative, dynamic learning environment where students are challenged to become visionary professionals of the future.

**Be inclusive.** We value a rich and sustained engagement with our industry partners.

**Be integrated with industry.** We take pride in a culture that anticipates, supports, and celebrates equality of opportunity.