

# Job Description

## Recruitment Talent Acquisition Advisor

Grade: G  
Department: Corporate Resources  
Division: Human Resources & Organisational Development  
Section: HR Shared Service  
JIQ:

### Role Purpose

As Recruitment Talent Acquisition Advisor at Derby City Council, you will play a leading role in proactively recruiting prospective candidates to the organisation's open vacancies whilst supporting managers to meet future staffing needs by building talent pipelines.

You will work in close partnership with hiring managers throughout the full recruitment lifecycle; this includes providing advice, guidance and support on recruitment processes for a range of skillsets, including those that are typically hard-to-fill and those at a senior/executive level.

### Line Management

- To Whom: Recruitment Manager
- For Whom: None, except for the training and induction of new employees

### Main Responsibilities

- Proactively source, identify and contact potential candidates through a variety of sourcing methods, including advertising, social platforms and professional networks
- Assess candidate information, including applications, CVs and contact details and liaise with candidates and managers as appropriate
- Plan interview and selection procedures including screening calls, assessments and in-person interviews
- Foster long-term relationships with past applicants and potential applicants to develop a talent pipeline, including working closely with Managers to identify future staffing requirements
- Develop, maintain and attend a calendar of recruitment events and fairs and liaise with managers on attendance and job briefs
- Undertake the role of Lead Countersignatory for the DBS on an interim basis when required
- Manage successfully recruited new starters through the pre-employment process, including conducting Right to Work checks and countersigning DBS applications
- Develop links with appropriate external partners to provide appropriate guidance to managers and/or potential applicants relating to employment opportunities



- Prepare and deliver recruitment performance, statistical reports and analysis to the Recruiting and Recruitment Manager for ongoing campaigns
- Coordinate and attend briefing and engagement activities, including workshops and manager and colleague briefings
- Be familiar with regional and national developments in relation to the jobs market, keeping up to date with guidance and best practice
- Identifying ways to improve working processes and best practice
- Seek opportunities to develop the service to generate new and existing income streams
- Support the wider Recruitment Team

### **Derby City Council Corporate Values**

To continuously demonstrate commitment to meeting and exceeding the Council's Corporate Values and to ensure that all staff positively embraces the Council values:



<p><b>We are bold</b></p> <p>We have the courage to speak up, challenge current systems and practices and feel empowered to take appropriate and measured risks.</p>	<ul style="list-style-type: none"> <li>• We are <b>courageous</b> and find <b>innovative</b> and <b>creative</b> ways to deliver and <b>challenge</b> the status quo</li> <li>• We are <b>open minded</b>, take reasonable and explored risks and make <b>responsible decisions</b></li> <li>• Our <b>positive attitude</b> means that we find ways of <b>achieving excellent outcomes</b>.</li> </ul>
<p><b>We are strong</b></p> <p>We excel using our strengths and have the confidence to ask for help and support when we need to.</p>	<ul style="list-style-type: none"> <li>• We are <b>responsible</b> and <b>accountable</b>, speaking up and <b>encouraging challenge</b></li> <li>• We are <b>self-aware</b> so know our own strengths and limitations</li> <li>• We <b>take responsibility</b> for our own <b>learning</b> and <b>development</b></li> </ul>
<p><b>We care</b></p> <p>Caring is what motivates us. We care about what we can achieve for Derby.</p>	<ul style="list-style-type: none"> <li>• We <b>care</b> about the <b>wellbeing</b> of all our colleagues, customers, citizens and stakeholders</li> <li>• We behave with <b>integrity</b>, celebrate <b>diversity</b> and <b>challenge inequality</b></li> <li>• We are public servants <b>doing our best</b> to achieve <b>positive outcomes</b> for Derby everyday</li> </ul>
<p><b>Great people one Team</b></p> <p>We are great people working as one team: we get the best out of each other and together achieve great things for Derby.</p>	<ul style="list-style-type: none"> <li>• We are <b>proud</b> of <b>making a difference</b> for Derby and look for <b>opportunities</b> to collaborate</li> <li>• We <b>value</b> and <b>trust</b> others and give and receive <b>constructive feedback</b> and <b>support</b> each other</li> <li>• We are driven to make a <b>positive difference</b> everyday.</li> </ul>

### Post holder acknowledgement

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated

Signature \_\_\_\_\_ Date \_\_\_\_\_

Version: January 2024



Derby City Council