

Job Summary

Talent Acquisition Assistant



South Yorkshire
POLICE

Service: Strategic Resourcing
Reporting to: Talent Acquisition Advisor

Grade: B
Location: Nunnery Square

Salary: £18,951 - £20,619
Hours: 37

Your contribution

This role sits within the Strategic Resourcing function and is essential to providing first line advice to employees, hiring managers and candidates across the organisation. You will provide an excellent customer service.

Support the delivery of an effective recruitment and selection process to meet the requirements of the workforce plan for all staff groups including police officer, police staff, including apprenticeships, specials and volunteers and the promotion process. Ensuring we are using best practice and are an employer of choice, using different resourcing methods and techniques to search for candidates, understanding how candidates react differently to adverts and other selection methods.

You will be responsible for managing candidate caseloads, planning and supporting the resourcing and promotion processes including placing adverts, inviting candidates to interviews, conducting employment checks for large numbers of candidates, and providing general policy and terms and conditions advice.

You will

- Provide first line advice and guidance to line managers and staff in relation to resourcing queries.
- Provide support to the People Business Partners with areas of work and intelligence gathering.
- Assist in the preparation of adverts, job descriptions/bandings and person specifications ensuring compliance with statutory obligations and the promotion of SYP as an employer of choice.
- Develop and produce reports for the Strategic Resourcing team with assistance from P&OD business analysts.
- Perform transactional services such as requesting references, vetting training records and certificates etc. ensuring all checks meet the required standard.
- Ensure deadlines are met relating to all aspects of the recruitment and selection process from placing adverts through to the pre-employment checking process and confirmation stage within the key performance indicator targets.
- Ensure people information systems and records are accurately maintained.

Our values

VALUES

All roles are expected to know, understand and act with ethics and values:

Impartiality

Shows impartiality throughout all dealings with colleagues, partners and members of the public.

Integrity

Understands and reinforces expectations of professional behaviour and openly recognises good or bad performance. Maintains highest levels of professionalism, making sure to always uphold values and ethical standards of the police service.

Public Service

Acts in the interest of the public, first and foremost. Shows resilience and takes personal responsibility for delivering the best possible outcomes for the public.

Transparency

Transparent in the actions, decisions and communications with colleagues and the public. Honest and open in interactions and decision-making.

- Develop and maintain letter templates and guidance for policies.
- Support the forces recruitment strategy including positive action
- Provide support to the resourcing team and wider force by collecting biometrics from candidates and facilitating interviews, workshops and career events with the expectation that this will entail evening and weekend work.
- Work closely with the HR team during the offer process for new recruits keeping a high level of communication with the candidate at all times.
- Seek and provide feedback to applicants on the progress of their applications.
- Support delivery of promotion activity.
- Undertake any other work as directed including working at other locations.

Our ideal candidate

Our ideal candidate will have:

Skills

- Knowledge of basic employment law and ability to demonstrate application
- Customer centric approach
- Excellent communicator
- Ability to organise themselves and work streams to a high standard
- Self-motivated
- Attention to detail and comfortable managing multiple tasks
- Ability to use own initiative and make decisions

Education and Experience:

- Experience in an administrative/ business support role.

Continuing Professional Development (CPD)

- Maintain understanding of the forces priorities and how these link to own work.
- Maintain professional performance/ business management skills including keeping up-to-date with new developments in recruitment standards, policy and practice.

Our Competencies

The Competency and Values Framework (CVF) has 6 competencies that are clustered into three groups. This role should be operating, or working towards, the following levels:

- We are emotionally aware Level 1
- We take ownership Level 1
- We are collaborative Level 1
- We deliver, support and inspire Level 1
- We analyse critically Level 1
- We are innovative and open-minded Level 1