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| Service and job specific context statement | |
| **Directorate:** | Central Services |
| **Service:** | Human Resources |
| **Post title:** | Employability Adviser – Refugee Resettlement (HR Adviser, Resourcing Solutions) |
| **Grade:** | Band 10 |
| **Responsible to:** | Team Senior HR Adviser or Principal Adviser (Resourcing Solutions) |
| **Staff managed:** | None |
| **Date of issue:** | May 2017 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The Resourcing Solutions service is a specialist area of the HR Service within North Yorkshire County Council. Functions include recruitment, redeployment and supporting staff, young people’s employment, headteacher recruitment and an assessment service.  The post holder will support Syrian and Sudanese refugees to make the transition to employment in North Yorkshire. This will involve supporting refugees on an individual and group basis to identify their employment aspirations and support them to identify relevant employability opportunities in order to maximise the number of refugees gaining sustainable employment. The post holder will be required to contribute to other corporate Resourcing projects on a portfolio basis. There is a need for flexibility with post holders working across the authority on a number of cases and projects at any one time. Post holders will be expected to operate as specialists to all services areas and localities. |
| Structure |

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| Job Description | | |
| **Directorate:** | Central Services |
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| **Staff managed:** | None |

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| Job purpose | The core purpose of this job is to deliver a range of Resourcing Solution services to effectively meet the organisation’s needs. The post holder will work with managers and colleagues to support the efficient and effective delivery of their Service Plans and the People Strategy and Workforce Plan. The post holder will support managers and stakeholders through provision of professional advice, support and coaching, briefings, assessments and training on Resourcing issues. |
| Operational management | * Provide advice and guidance on the whole range of Resourcing Solutions issues and projects, leading on assignments as appropriate; * Ensure links between service areas and partners are developed and maintained to provide an efficient service; * Alongside HR colleagues act as a “coach” to managers and stakeholders, supporting and advising to effectively deliver Recruitment and Resourcing, and challenging working practices as required; * Develop, deliver and evaluate interventions, including training, workshops, work experience and volunteering opportunities to support development of employability skills and experience. * Deliver a quality service to external customers as required; * Provide a complete ‘end to end’ service delivery, establishing ownership and closure as needed. * Support the corporate lead for specialist Resourcing Solutions subject areas including acquiring and maintaining specialist knowledge, taking the lead on related policy and process, determining appropriate learning requirements and resources and ensuring colleagues and managers are sufficiently briefed and aware of the subject matter. * Operate as a reflective practitioner in relation to personal skills and operating practices, as well as engaging in a peer review approach. |
| Communications | * Responsible for developing and maintaining effective relationships with HR colleagues, managers, partners and stakeholders. * As appropriate, acts as a mentor/coach to other staff, leading on development activities for the team as required. * Provide specialist advice and guidance to ensure customers of the service understand and use related policies confidently. |
| Partnership / corporate working | * Provide a consultancy that is proactive in the provision of advice and guidance, working with managers, staff and stakeholders to achieve service aims and targets; |
| Resource management | * Utilise and update/develop management information to facilitate achievement of objectives; * Support colleagues with implementation of service developments as needed; * Responsible for the provision of professional guidance and supervision to managers and colleagues within specific areas of Recruitment and Resourcing. * Identify and recommend appropriate action to colleagues, and develop and implement guidance and action plans to enable and facilitate the delivery of key initiatives. |
| Systems and information | * Requirement to use a range of computer systems including, MS Office, SharePoint, Intranet/Internet. * Adopt new ways of working when new systems are introduced, use systems to manage and progress projects and case work, analyse and report on relevant data and to maintain effective communication. * To utilise key HR systems i.e. WCN, ResourceLink, Lagan, MyView, Insight, EDRMS and Pay systems and promote benefits of the systems with managers; support managers and colleagues to use systems and monitor compliance. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * In depth knowledge of resourcing and recruitment employment legislation covering a wide spectrum of issues; * Good understanding of application of resourcing and recruitment Policies/procedures in practice to result in required outcomes | * Knowledge of National and Local Conditions of Service * Knowledge of change management processes * Knowledge of work based learning legislation, and safeguarding * Economic and employment market trends * Media advertising, recruitment industry and professional recruitment practice * Assessment tools and techniques |
| Experience   * Significant experience in a recruitment or an careers information, advice and guidance environment with minimal supervision * Demonstrable experience of supporting individuals/groups to develop their employability skills through a range of initiatives * Successfully leading on projects and assignments and taking a risk based approach * Experience of advising and supporting managers to deliver Resourcing activity resulting in desired outcome * Working in a pressurised environment and able to manage a busy workload with competing priorities | * Experience of working in a corporate and political context * Experience of coaching and developing * Proven and effective experience in supporting change management programmes * Experience of recruitment initiatives relating to young people |
| Occupational Skills   * Policy implementation skills * IT skills and ability to interpret and analysis data * Communication, presentation and interpersonal skills * Problem solving skills and the ability to find innovative solutions * Influencing and negotiating skills * Risk management and assessment * Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge managers appropriately * A coaching based approach to support and develop managers, client organisations and individuals seeking employment * Delivering briefings, assessments and training to managers, applicants and young people * Flexibility and ability to work with ambiguity | * Policy formulation skills * Coaching/mentoring * Statistical and data gathering skills |
| Other Requirements   * Self-Motivated * Commitment to Equal Opportunities * Ability to travel around the county * Team worker/collaborative working |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.