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|-------------------|------------------------------|----------------------|----------|
| <b>Job title</b>  | <b>Resourcing Specialist</b> |                      |          |
| <b>Job family</b> | <b>Resourcing</b>            | <b>Proposed band</b> | <b>D</b> |

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| <b>Job purpose</b>   |
| <p>This role will play an integral part in the delivery of a resourcing service to the business. The role is Specialist in nature.</p> <ul style="list-style-type: none"> <li>• Responsible for leading and delivering an area of Resourcing specialism; bringing evidence-based practice into the organisation</li> <li>• The role ensures that sufficient resources and skills are available to deliver good service for their area of accountability</li> <li>• The role leads and ensures accountabilities are clear and implements performance improvement initiatives for a specialist area of Resourcing</li> </ul> |

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| <b>Key responsibilities and accountabilities</b>   |
| <ul style="list-style-type: none"> <li>• To lead the delivery of a specialist area within Resourcing &amp; Talents and be the subject matter expert for that specialism</li> <li>• To own the day-to-day relationships with all key client Stakeholders who interact with your area of specialism</li> <li>• To raise and review repeated problems or issues and set plans and resources to resolve them; or set out proposals and options to improve</li> <li>• To ensure following clearly defined processes, and are delivering answers to queries and services in line with defined SLAs</li> <li>• Work closely with Resourcing &amp; Talent, HRBP's, business stakeholders and other specialist teams to ensure a joined up approach.</li> <li>• To ensure collaboration across Resourcing &amp; Talent to deliver services and promote a culture of continuous improvement</li> <li>• To support Resourcing &amp; Talent projects being delivered across the Resourcing &amp; Talent team</li> <li>• To provide intelligent reporting to support and maximise business performance</li> </ul> |

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| <b>Knowledge, skills, training and experience</b>   |   |
| <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of delivering HR process and services is essential / may demonstrate proficiency in an area of HR specialism e.g. reward or recruitment</li> <li>• Basic computing and telephony skills</li> <li>• Prior experience of working with People systems (such as SAP, ATS)</li> <li>• Proven ability to successfully deliver practical results against time and performance indicators</li> <li>• Strong interpersonal skills and a proven ability to develop, maintain and enhance relationships with a variety of contacts; strong influencing and persuading skills</li> <li>• Strong analytical skills and the ability to resolve logistically complex problems.</li> </ul> | <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Prior experience of working with People systems (such as SAP) &amp; ATS</li> <li>• Prior experience of working in an in-house resourcing team</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Compares and contrasts situations and information, identifying patterns and trends which inform subsequent decisions</li> <li>• Builds a sense of team spirit, encouraging shared ownership of objectives and deliverables</li> <li>• Leads delivery at a team level by prioritising and setting clear milestones and measures</li> <li>• Encourages others to act in line with organisational standards and frameworks</li> <li>• Use of process improvement tools and their application</li> <li>• Strong stakeholder management skills</li> </ul> |  |
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| <b>Job impact</b>  |
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| <p><i>Decision making</i></p> <p>Specialists are typically leading and providing a service across the BBC for a particular specialist aspect of Resourcing &amp; Talent. The role typically does not manage a team but will utilize resources across the Resourcing &amp; Talent function to deliver.</p> <p>Specialists are typically leading and providing advisory services across the BBC for a particular area of specialism e.g. case management of complex cases. Specialists are based within the Birmingham based Specialist teams and take a lead in managing defined pieces of complex work or projects.</p> <p><i>Scope</i></p> <p>The role will not have direct line mgt accountability<br/>The role will have small budget accountability.</p> |

| <b>Other information</b>        |                 |
|---------------------------------|-----------------|
| <b>For Reward team use only</b> |                 |
| Job Code                        |                 |
| Definition:                     | Content Support |

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*

**Appendix**

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

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| <b>Division</b>           |  |
| <b>Reports to (title)</b> |  |
| <b>Location base</b>      |  |

|                               |  |
|-------------------------------|--|
| <b>Organisation structure</b> |  |
|                               |  |

| <b>Additional job specific responsibilities and accountabilities</b>   |  |
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| <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> |  |

| <b>Approval</b>            |                    |
|----------------------------|--------------------|
| <b>Manager</b>             | Name and job title |
| <b>HR Business Partner</b> | Name               |
| <b>Date</b>                |                    |

