

Job title	Resourcing & Talent Advisor		
Job family	Resourcing	Band	B

Job purpose
<p>The Resourcing & Talent Advisor will undertake recruitment for a particular team / genre and manage an end to end pro-active resourcing service. (often for roles at lower grades)</p> <ul style="list-style-type: none"> • The role exists to deliver specialist resourcing advice and delivery of recruitment services to the BBC workforce, and to employees at all levels • The role advises Hiring Managers based on information received and knowledge of policy and process; Understands issues and problems and manages them accordingly • The role leads on the delivery of the full resourcing life-cycle within a specified team / genre (but often for roles at lower grades within the organization) • The role collaborates with wider specialist team to manage and deliver more complex specialist resourcing projects and deliverables

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • To deliver an exemplary end to end resourcing service for permanent and FTC hiring within a specific team / genre (and where relevant – freelance resourcing) - these will often be for the lower grade roles within these teams • To provide advice and recommendations to hiring managers on recruitment policy, approaches and sourcing options, in order to attract the best candidates for the BBC • To prepare job descriptions, competency profiles, selection/assessment toolkits and advertising copy that will appeal to the identified audience and accurately informs about BBC as an ‘Employer of Choice’ • To participate in candidate evaluation and selection process, incl initial screening & shortlisting • To ensure interviewers are competent and trained in chosen approach and BBC policy • To ensure the global recruitment system and data processes are fully utilised and all records are kept up to date and accurate, ensuring confidentiality • To maintain a smooth flow of admin throughout the recruitment process e.g. communication to client, candidate, payroll etc.; work with the HR Shared Service Centre to ensure timely and quality of all related recruitment correspondence including all offers of employment • To contribute to a culture of service excellence and support continuous improvement by bringing insights into the organisation to identify opportunities, risks and priorities

Knowledge, skills, training and experience	
<p>Essential</p> <ul style="list-style-type: none"> • Up-to-date best practice, approaches and thought leadership in Resourcing • Jurisdictional law, regulation and policy in relation to talent & resourcing • Analyses information rapidly and is able to make informed judgments and provide advice on the best option to progress in line with established process 	<p>Desirable</p> <ul style="list-style-type: none"> • Up-to-date experience of market mapping, headhunting, talent pooling and talent pipelining • Prior experience of working with People systems (such as SAP) & ATS

<ul style="list-style-type: none"> • How to conduct effective talent & interview techniques • Proven and effective administrative skills • Uses standard procedures and common sense to solve problems • Is driven to achieve the right result despite challenging internal / external circumstances • Is highly credible and builds relationships with relevant stakeholders • Excellent attention to detail and accuracy; ensures facts are correct, complete and consistent • Understands how to handle, resolve and escalate enquiries; passes on information promptly • Understands how to work effectively in a team to deliver • Excellent interpersonal and communication skills, both written and verbal; confident in dealing with the full range of business users, via multiple communication channels 	<ul style="list-style-type: none"> • Prior experience of working within an in-house recruitment team • Relevant professional body membership • IT skills
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Job impact

Decision making

This role will provide a specialist resourcing & talent service to the BBC, frequently interacting with Hiring Managers and internal/external candidates. The role will need to understand and apply a number of resourcing approaches in order to deliver resourcing services to an agreed SLA. The role will deliver recruitment for a defined team / genre, as well as answering policy/process requests.

The role will manage recruitment for the lower grade roles within their team / genre. Larger and more complex roles will be managed by a Senior Resourcing Advisor or Resourcing BP.

The role will work independently to deliver its assigned cases, but will work collaboratively as part of a wider team to manage more complex resourcing projects.

Scope

There will not be line management responsibility for this role but there may be budget responsibility for this role.

Other information

For Reward team use only

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.