



Job Description

Role Title	Talent Acquisition Advisor
Role Profile	Specialist
Service/Team	Resourcing, Employee Relations & Change
Reports to	Head of Resourcing, Employee Relations and Change
Responsible for	N/A
Career Grade	Band H

Job Overview

Support the development and delivery of resourcing solutions (temporary and permanent), ensuring a seamless and positive experience for all stakeholders. Provide management information to control spend and challenge where necessary to reduce the cost of agency usage.

Support the Senior Talent Acquisition Advisor in the delivery of various recruitment projects and initiatives, such as employer branding, diversity and inclusion, talent pipeline development, and candidate experience.

The role involves working closely with the People & Culture teams, hiring managers, external partners, and candidates to ensure the delivery of high-quality and efficient recruitment services.

Key Responsibilities

- Act as the recruitment expert and trusted advisor for resourcing solutions to attract quality candidates and strive to continually improve the candidate experience throughout the recruitment process, from application to onboarding
- Develop effective relationships with hiring managers and build a sound understanding of their services to proactively support resource requirements
- Coach managers to make best use of permanent and temporary staffing solutions, to ensure value for money and positive resourcing outcomes for the council
- Proactively identify areas to improve resourcing strategies and search capability to source quality candidates in hard to fill areas
- Develop and maintain positive relationships with agencies and ensure best value is achieved through contract management.
- Support the delivery of wider recruitment projects and initiatives in alignment with the people strategy.
- Proactively manage and maintain the talent pipeline and talent pool database, ensuring regular communication and follow-up with potential candidates.
- Support the development of recruitment metrics and reports to facilitate recommendations for improvement.
- Collaborate and communicate effectively with the People & Culture teams, hiring managers, external partners, and candidates.



- Provide candidates with an efficient and engaging experience, that underscores BCP's commitment to inclusion and diversity

Personal Specification

Knowledge, qualifications, and experience

- Previous experience of proactively recruiting
- Ability to work flexibly in a fast-paced and dynamic environment.
- Relevant HR or business qualification or equivalent experience.
- Working knowledge of HR legislation and best practice associated with the areas of talent acquisition, onboarding, and talent enablement
- Experience of using ICT packages such as Word and Excel and relevant specialist HR recruitment systems.
- Highly organised, motivational and Influential at all levels
- Ability to successfully develop and manage stakeholder relationships

Personal qualities and attributes

- Ability to work independently and as part of a team, and to manage multiple tasks and priorities in a fast-paced and dynamic environment.
- Confidence to work effectively with different stakeholders and to adapt to diverse cultures and contexts.
- A willingness to embrace change and innovation
- A respect for diverse perspectives and experiences