

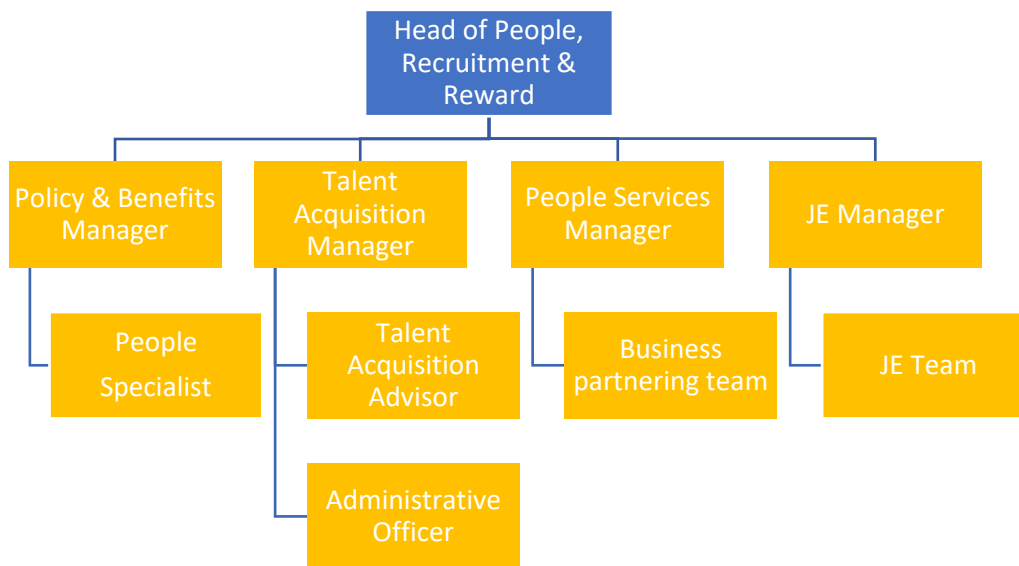
**Scottish Environment Protection Agency
Job Description and Person Specification**

POST	Talent Acquisition Advisor
VACANCY REFERENCE	PP11237
PORTFOLIO	People, Workspaces and Development
UNIT OR TEAM	Talent Acquisition
REPORTS TO	Talent Acquisition Manager
BAND	E
LOCATION(S)	Flexible with regular presence in Stirling office
POST STATUS	Permanent
	<i>SEPA is happy to consider flexible work arrangements and we proudly use the “Happy to Talk Flexible Working” logo on all our job vacancies. If you want to work part-time or through some other flexible arrangement, we strongly encourage you to apply.</i>

A. INTRODUCTION

The Talent Acquisition Advisor is a new post with a focus on supporting the Talent Acquisition Manager in the attraction, selection, recruitment, and assessment of all talent joining the organisation. The post will also support internal recruitment to ensure processes are aligned with policy and best practice.

With a focus on the candidate experience and employer brand, the TA Advisor will provide professional support and advice to ensure SEPA becomes an employer of choice and attracts a diverse range of candidates from different backgrounds and experiences. The postholder will ensure the day-to-day talent acquisition process and activities run smoothly.



B. JOB PURPOSE

The Talent Acquisition Advisor will co-ordinate the talent acquisition process from beginning to end.

Key activities will include:

- Building effective relationships with specific business areas and hiring managers to support the recruitment of a diverse range of roles.
- Act as a partner to hiring managers to understand hiring needs and sourcing approaches to deliver a diverse range of candidates and provide an exceptional candidate experience.
- Coordinating the end-to-end candidate experience from vacancy approval or candidate onboarding, ensuring a positive and engaging experience for current and potential employees.
- Utilise various channels, including social media, job boards, and networking, to identify and attract diverse and high-calibre candidates.
- Writing and posting job advertisements on career websites and job boards.
- Sourcing candidates by using CV databases and LinkedIn.
- Evaluating and screening applications; conducting interviews where appropriate.
- Building and maintaining a talent pipeline through proactive research, and relationship building to ensure a consistent pool of qualified candidates for current and future positions.
- Providing timely and constructive feedback to both candidates and hiring managers.
- Organising and assisting selection processes including arranging assessment centres and attending open days and careers fairs when required.
- Supervision of the Talent Acquisition Administrator
- Maintaining the accuracy and integrity of information related to candidates and vacancies using the Applicant Tracking System (ATS).
- Contributing to the development and enhancement of SEPA's employer brand.
- Acting as a brand ambassador, representing the organisation positively to external stakeholders.
- Generating regular reports on recruitment metrics, providing insights for continuous improvement
- Generating ideas and improvements that will enhance the hiring process and candidate experience.

The post-holder will also have the opportunity to support the wider People and OD team with projects and initiatives to enhance areas such as Employee Value Proposition and Employer Brand.

C. MAIN ACTIVITIES

a. Staff Responsibility

You will have supervisory responsibility for 1 Recruitment Administrator (who will formally report to the TA Manager). This will involve the allocation and checking of work on a day to day basis. No formal line responsibilities.

b. Financial Responsibility

You will monitor and report on budgetary expenditure to support the TA Manager.

c. Programme of Work

You will have a high degree of autonomy over how you work in terms of prioritising your own workload and planning your work whilst being adaptable to respond to interruptions and changing priorities.

You will make recommendations for improvement within your work area, seek approval as necessary from the TA Manager before implementing.

You will provide professional advice on all matters relating to the TA process, engaging with hiring managers, the TA Manager and HR Business Partners routinely. You will also help to address and resolve matters escalated to you by the TA Administrator.

The above list of responsibilities is not exhaustive, and you will be required to undertake other responsibilities and training, as requested by your line manager, appropriate to your grade.

D. PERSON SPECIFICATION

1) KNOWLEDGE AND TECHNICAL SKILLS

Indicates the type of knowledge and skills essential or desirable to do this job and the level required using the indicators below.

- (1) Significant expert knowledge
- (2) Specialist knowledge
- (3) Routine but detailed knowledge
- (4) Broad understanding

Or not applicable (N/A)

Type of Knowledge/skills (please specify detail below under broad headings)	Essential	Level	Desirable	Level
Organisational Knowledge – Will have knowledge of functions of most SEPA departments, scheme of delegation and pertinent business procedures	✓	4		
Technical – Specialist knowledge and understanding of the full-cycle recruitment, including sourcing, interview techniques and evaluation methods and negotiating offers. Up to date knowledge of industry trends and best practices in talent acquisition.	✓	3	✓	2
Legislation – Good knowledge of legislation relating to the recruitment process; Public Sector Equality Duty	✓	3		
Other – Proficient in the use of social media, CV databases and the possession of strong IT skills including MS Office Suite and experience of using Applicant Tracking Systems	✓	3		

2) QUALIFICATIONS

Indicates the area and level of qualifications (if any) essential or desirable to do this job

Type of Qualification	Essential	Desirable
HND or equivalent relevant experience	✓	
Membership of CIPD or other professional body		✓

3) EXPERIENCE REQUIRED

Indicates the type and likely length of experience essential or desirable to do this job

Type of Experience	Essential	Length (yrs)	Desirable	Length (yrs)
Experience in a recruitment administration or coordination role within an in-house environment	✓	1	✓	3
Team working, partner collaboration, and project management,	✓	1	✓	3
Experience of using a range of direct attraction channels and technology for resourcing and have a good understanding of candidate screening and selection processes.	✓	1	✓	2

4) COMMUNICATION SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
Written communication Namely: Ability to provide clear written documents, using tactful and diplomatic language. Able to promote the benefits of working for SEPA through written communications e.g. web content, adverts.	✓	
Report writing Namely: Preparation of robust, concise, management briefings, business reports with appropriate evidence and data to assist with decision-making.	✓	
Oral communication Namely: deliver both positive and negative recruitment outcomes being able to address conflict and emotions in a professional and clear manner.	✓	
Presentations Namely: deliver presentations internally e.g. to update team members, hiring managers. Ensure the key messages are understood by the target audience.	✓	

5) PERSONAL ATTRIBUTES

Candidates must be able to demonstrate the following attributes:

- An effective team player who is able to work flexibly to meet the needs of the business.
- Able to manage a busy workload and meet deadlines
- Able to build positive and constructive relationships across the wider team, organisation and with external stakeholders and suppliers
- Excellent interpersonal skills including the ability to provide excellent customer service to all stakeholders internal and external; tact and diplomacy

- Calm and professional approach with ability to resolve low level conflict / disagreements
- Results driven with good organisation and planning skills