



Job Description

Recruitment Advisor

Job Details	
Grade	B
Number of Posts	1
Department	HR
Reporting to	Recruitment Partner

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trust's objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Purpose of Role

To provide first point of contact resolution, to facilitate the delivery of professional, customer focussed, front line telephone advice and guidance, signposting to self-service system, where appropriate.

To work towards fostering professional working relationships within own immediate team, wider teams within HR, Manager's, Employees, Trade Union Representatives, other Local Authorities and Partners.

To assist the team to provide effective support, and produce accurate employment related documentation, in line with relevant legislation, national terms and conditions and Trust policies and procedures.

To assist with recruitment practices and support executive recruitment, where appropriate

To assist with recruitment at all levels but specifically focussed in the qualified social worker field and administer recruitment programmes and selection as requested.

To assist the wider team to ensure continuous improvement within the designated service areas and benchmark performance against local and national expectations

To assist in the promotion of self-service wherever possible, referring to specialist posts where necessary.

Key Responsibilities

- Providing competent and crucial recruitment process advice and guidance to both internal and external stakeholders. (first point of contact, services, pertaining to employee relations, recruitment etc.(General HR queries)
- Supporting the recruiting manager in drafting and refining job adverts to a high quality standard. Assisting with the coordination of interviews through to offer and onboarding and contract issue.
- Ensuring IT equipment to be requested for new starters within the agreed process.
- Completing Onboarding activities accurately, effectively and timely. Reviewing all HR aspects to mitigate any risk, including all pre-employment checks.



Inputting and maintaining new starter records into our HR system, ensuring accurate details in time for Payroll processing.
Assisting recruiting line managers in understanding of what they require, how to deliver and support needed to achieve successful recruitment
To maintain an awareness of key strategic and policy issues and act in accordance with the organisational values and behaviours.
Assisting in the promotion of self-service to stakeholders, wherever possible, referring to BCT intranet for guidance or system guidance materials.
To assist, as necessary, with the review of HR policies and procedures
To observe, live and lead by the Trust's Values and Behaviours in order to achieve Birmingham Children's Trust's Purpose and Vision.
To be flexible in approach
To promote diversity and equality of opportunity.

Key Information										
Is a Safeguarding Check needed?	Dropdown Options: Not Required Or <table><tr><th>Children</th><th>Adults</th><th>Children and Adults</th></tr><tr><td>Basic</td><td></td><td></td></tr><tr><td>Enhanced</td><td></td><td></td></tr></table>	Children	Adults	Children and Adults	Basic			Enhanced		
Children	Adults	Children and Adults								
Basic										
Enhanced										
Will this position have Line Manager Responsibility?	Dropdown Options: <table><tr><td></td></tr><tr><td>No</td></tr></table>		No							
No										





Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Experience	AF/I	Demonstrate experience of working in a busy environment and delivering a high demand service.
Experience	AF/I	Experience of undertaking high volume recruitment
Experience	AF/I	Good grasp of HR legislation/employment law matters
Experience	AF/I	Demonstrate experience of working in a Resourcing or Recruitment environment.
Experience	AF/I	Experience of using HR systems.
Experience	AF/I	Experience of fostering effective working relationships with Trade Unions.
Experience	AF/I	Experience of working within a political environment
Experience	AF/I	Experience of working as an effective team member
Skills	AF & I	Proven ability to work in a busy environment, delivering a high demand service
Skills	I	Ability to interrogate data effectively
Skills	I	Good interpersonal skills and ability to advise and guide colleagues
Skills	I	Good coaching, influencing and communication skills



Skills	I	Ability to handle an active caseload, escalating when necessary
Skills	I	Excellent IT Literacy, particularly with regard to MS Office and databases etc
Skills	I	Good organisational skills, with the ability to prioritise and work to deadline
Skills	I	Ability to work quickly with attention to detail
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016
Training	I	Commitment to own professional development

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

