

## **Recruitment & Analysis Consultant**

### **Job Description**

**Position Pay Level:** 6

**Position Pay** SCP:24 -SCP 29

**Salary:** £36, 508 to £40,958 **inclusive of Local Weighting Allowance**

**DBS requirement:** Not required]

**Reports to:** Strategic Recruitment Manager

**Number of reports:** 0

**Financial Responsibilities:** None but will support Slough Borough Council in reaching a sustainable future and significantly improve transactional workflows with residents, lowering costs for the Council.

#### **Main purpose of Job:**

The Recruitment team is committed to delivering a consistently high standard of service that places both SBC employees and external customers at the heart of our operations. By fostering collaboration across the Council, the Recruitment and analysis consultant, will function as a trusted partner to hiring managers, providing expert guidance and support throughout the entire recruitment cycle.

This includes offering valuable insights into market conditions, sector trends, innovative attraction strategies, recruitment processes, SBC policies, and all relevant legislation. The role is instrumental in strengthening the Council's recruitment capabilities and ensuring a workforce that aligns with organizational workforce strategy.

The Recruitment Analysis Consultant will champion a fair, transparent, and consistent recruitment process across the Council. Their focus will be on creating a positive experience for both candidates and hiring managers, ensuring every interaction reflects professionalism and efficiency. By leveraging creativity and deep market expertise, the role holder will support with design and implementation of innovative talent attraction strategies, positioning SBC as an employer of choice. This includes ensuring the right candidates are matched with the right roles, meeting both immediate and long-term needs of the Council.

Through their strategic and operational contributions, their role will play a pivotal role in supporting SBC's mission, enhancing the organisation's reputation, and fostering an inclusive and capable workforce.

## **Main Accountabilities:**

- Support managers through the entire recruitment process by offering strategic advice on market routes and cost-effective solutions. Recommend internal and external hiring options tailored to business needs while highlighting their benefits.
- Leverage expertise in position management, technology, talent attraction strategies, sector trends, compliance policies, legislative requirements, and offer management. Provide hiring managers with comprehensive support to ensure a seamless and high-quality recruitment experience. Build and maintain positive relationships with candidates throughout the recruitment journey. Ensure all stakeholders have a positive impression of SBC's employer brand by coordinating events, managing projects, and executing effective recruitment campaigns.
- Manage the entire interview process, ensuring candidates receive feedback at every stage. Provide professional support to enhance the overall candidate experience.
- Monitor and report on vacancy progress, including return-on-investment insights, to inform future talent attraction strategies. Support compliance by completing necessary checks and documentation.
- Stay updated on market trends, legislative changes, and talent acquisition best practices. Proactively seek opportunities for professional development to enhance recruitment capabilities and establish SBC as an employer of choice in competitive markets.
- Collating and interpreting performance data and MI with the ability to present findings to Senior Leadership and identify areas of improvement for both perm and interim postings.
- Working collaboratively with the performance analyst, using, and contributing to data sets, to bring real insight into the effectiveness of the recruitment strategy, changing practice as necessary to improve performance.

**Person Specification:**

**Recruitment & Analysis Consultant**

Area	Description	Essential/ Desirable
<b>Experience</b>	Hold a CIPD Level 5 (or higher) qualification or an equivalent professional certification or demonstrate significant relevant experience. Actively pursuing professional development with a track record of expertise in the HR/recruitment field.	E
	Exceptional verbal and written communication skills, with a confident approach to influencing key stakeholders and driving effective recruitment decisions.	E
	Demonstrated ability to manage external supplier contracts effectively, leveraging partnerships to maximize value for the organisation.	E
	Ability to analyse key management information to drive efficiencies in recruitment and workforce planning.	E
	Proven experience leading high-profile recruitment initiatives, delivering strategic recruitment partnerships, challenging existing systems and processes, and achieving exceptional results.	E
<b>Skills and abilities</b>	Demonstrated ability to manage external supplier contracts effectively, leveraging partnerships to maximize value for the organisation.	E

Area	Description	Essential/ Desirable
	Ability to update recruitment pages to reflect changes in wider recruitment approach and support an attraction of diverse talent.	E
	In-depth understanding of recruitment attraction strategies and technologies, with insight into current and emerging market trends.	E
<b>Knowledge and understanding</b>	Skilled in designing and implementing creative, high-quality recruitment solutions, with the ability to partner effectively across all levels of an organisation, including board-level leadership. Comprehensive knowledge of recruitment legislation.	E