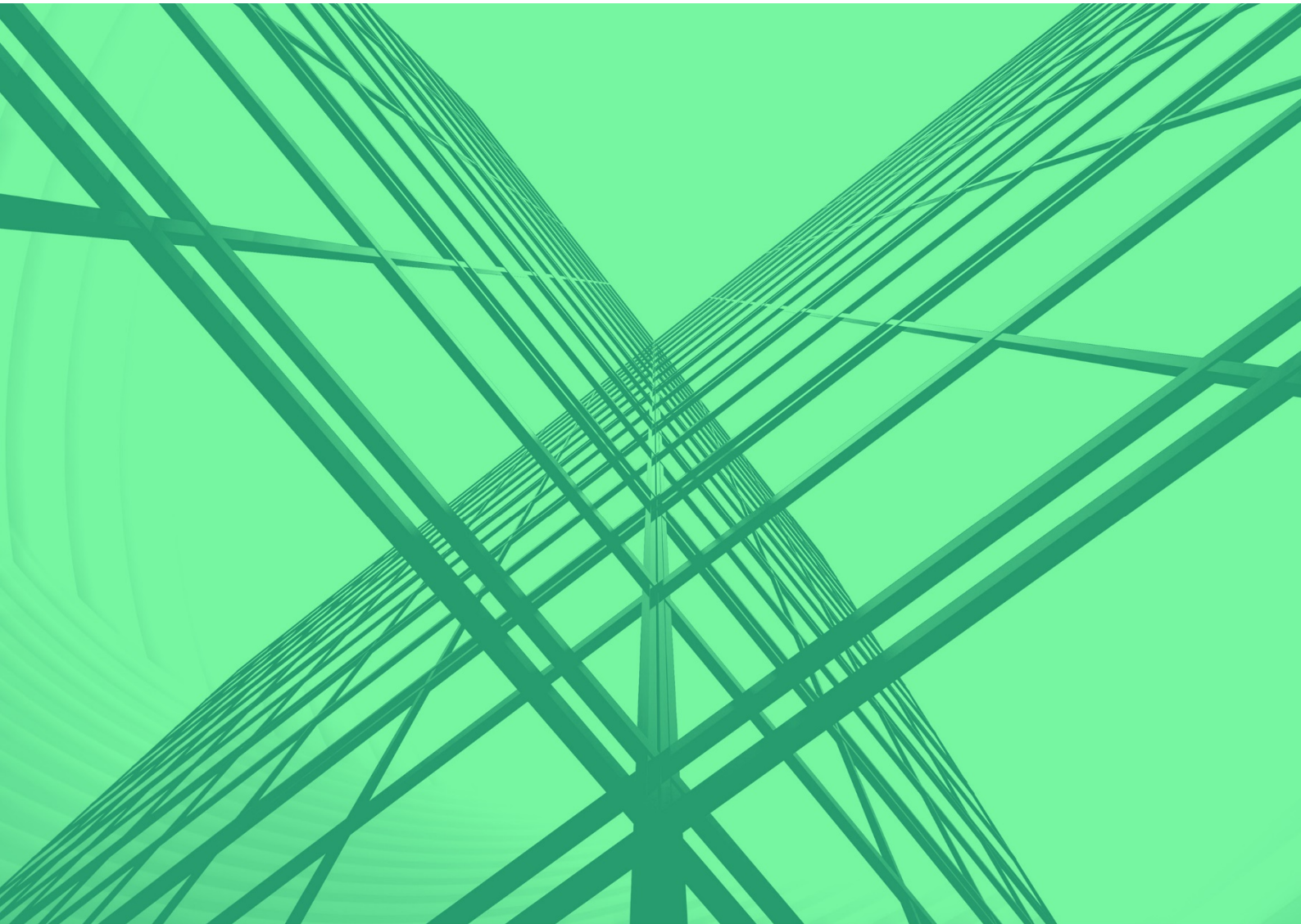


Resourcing and HR Advisor

CANDIDATE PACK

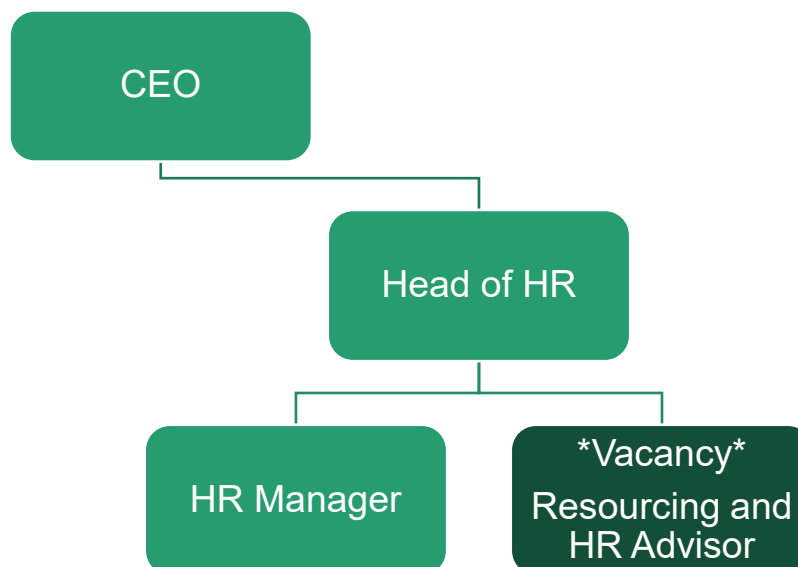
Full time

35 hours per week



The HR Team

Our Human Resources team are a small team of three that report into the CEO. The team are a key component of the Institution and work collaboratively across the organisation to ensure the Institutions vision, mission and strategic priorities are achieved.



The team are responsible for employee relations, supporting the employment lifecycle, reward i.e. salary, pension and benefits, learning and development and resourcing. As a team, each member is a generalist but also focus on specialised areas. The Head of HR is part of the Senior Management Team who work closely with our Executive Leadership Team on the strategic aims of the Institution and the HR Manager supports on all benefits and employee relations matters.

As Resourcing and HR Advisor, you will support both the Head of HR and HR Manager in all general administration and in an advisory capacity, wherever needed, ensuring that all information for the team is organised to the highest standard. In order to keep things running smoothly, you must be highly technologically literate to keep all spreadsheets, data, templates and systems up to date with the ability to analyse and interpret data as required.

You will work closely with hiring managers at all levels across the Institution to deliver end-to-end recruitment; championing direct hire methods and acting as a brand ambassador to really sell the Institution as a workplace for prospective applicants. With a passion to deliver excellent candidate experience, you will act as first point of contact for all candidates throughout the process.

To succeed in this role, you should be comfortable working in a proactive and reactive environment at times with changing and competing priorities. Although you will work closely with the team, this role is relatively autonomous, and requires someone who is highly proactive and organised to ensure all tasks stay on track.

As we evolve as an Institution, so does the HR team, therefore, there is also scope for this role to be involved in HR projects and for the successful candidate to develop their knowledge and skills in both HR and recruitment.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 65 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open-plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- an open-minded and flexible approach. Enhance our diverse and inclusive team.
- a creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- a friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- the ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on:

Full job description and person specification pages 4-8

Salary and package details page 9

How to apply page 10

More about us :

Our organisation, governance and values page 11

Organisational Structure page 12

Job description and person specification

1. Job details

| | |
|--------------------|---|
| Job title: | Resourcing & HR Advisor |
| Reports to: | Head of HR/HR Manager |
| Date: | April 2021 |
| Location: | The Institution's HQ, London or elsewhere as reasonably required. |

2. Job purpose

To provide a professional, customer focussed resourcing service, supporting recruiting managers in the end-to-end recruitment cycle in line with the Institutions' policies, procedures and culture.

To promote the Institution's values to ensure a positive candidate and employee experience.

To provide excellent general HR administration support for the full employee life-cycle optimising benefits from digital solutions.

To support the HR team with the provision of advice, support and information on a range of issues, in a timely manner.

3. Role and responsibilities

Resourcing

1. Support recruiting managers with the planning and delivery of the logistics for all stages of the recruitment process, including briefings on policy, process and assessment tools.
2. In consultation with the recruiting managers, produce the relevant assessment documentation and briefing materials for each campaign.
3. Ensure brand compliant adverts are placed in line with agreed timescales, budgets, and media.
4. Agree and support the shortlisting and interview assessment process.
5. Co-ordinate and deliver candidate feedback to those unsuccessful to ensure a positive experience. Make recommendations for process refinements/improvements.
6. Support the offer process in line with authorised salary levels, produce the offer documentation, and undertake and complete all pre-employment checks in good time for the start of employment.
7. Work with the HR team member and line manager to carry out the preparation for the induction process in line with protocol to ensure a seamless on-boarding of all new starters.

8. Champion direct hire methods, utilise social media networks, tools etc. to engage with active and passive candidates. When technology allows, build future talent pipelines and maintain a database of candidates in accordance with GDPR requirements.
9. Utilise digital solutions including ATS where appropriate.
10. Develop agency and media relationships and detailed preferential terms of business across a range of suppliers to meet Institution needs.
11. Source and supply the placement of temporary workers ensuring cost efficient solutions and budget implications are monitored. Actively liaise with agencies in respect of Agency Worker Regulations (AWR).
12. Produce monthly MI in relation to recruitment.

HR Support

12. Ensure all HR administration and systems are GDPR compliant.
13. Proactively produce correspondence associated with employee life cycle, updating templates diarising and co-ordinating actions and follow ups.
14. Maintain and optimise the benefits from the HRIS, seek to digitise and simplify processes and procedures where appropriate to reduce paper-based processes and files.
15. Collate, monitor and run reports on absence, follow up with individuals who have been absent to ensure self-certification forms / Fit Notes, are received etc. and entered for the payroll.
16. Carry out all employee benefits administration – scheme starters, leavers, monthly childcare vouchers ordering etc. and support annual renewals.
17. Arrange exit interviews with HR Team member, collate and analyse reasons for leaving.
18. Responsible for administering and booking agreed training and development. Implement and monitor required e-learning platforms and keep employee files up to date with completed learning modules to ensure compliance with legislation. Develop and distribute feedback surveys as required and collate and report on feedback results.
19. Act as a first point of contact for general staff queries and proactively advise, action and resolve or escalate as necessary.
20. Support the HR Team in all general administration and in an advisory capacity wherever needed, co-ordinating MI data production, budget monitoring, timesheet and PAL documentation and processes, payroll, and communicating implementing and embedding HR policies, procedures and guidance.

4. General responsibilities

1. Enhance personal capability by undertaking CPD activity, maintaining up to date employment law knowledge, attending gratis breakfast seminars, networking events etc. to ensure appreciation of external activity/best practice. Utilise this learning to contribute towards improving Institution's people management capability.
2. Attend and proactively input into team meetings. Make suggestions for improving processes, systems etc. which support the efficiency and stability of the Institution.
3. Comply with all Institution Policy and Procedures.
4. Any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All employees of the Institution.
2. Job applicants.
3. Third party suppliers – recruitment agencies, media agencies/training and technology providers etc.

6. Knowledge, skills and experience required

| Criteria | Essential/Desirable |
|---|---------------------|
| Qualifications and Knowledge | |
| CIPD qualification or working towards completion of Level 3 or similar recruitment qualification | D |
| An understanding of 'best practice' resourcing and recruitment methodologies. | E |
| An up-to-date knowledge and understanding of key employment legislation and its practical application, including GDPR | E |
| Knowledge of and use of the active search facility of a range of recruitment media – e.g., LinkedIn, Indeed, etc. | D |
| Knowledge of social media to promote vacancies and create pipeline of candidates. | D |
| Knowledge and understanding of a professional institution, membership, or licensing/regulatory body environment | D |
| Skills | |
| Attention to detail, accuracy, and ability to check detailed information, able to critique own work and the work of others. | E |

| Criteria | Essential/Desirable |
|---|---------------------|
| Excellent organisational and administrative skills with a systematic/methodical approach to work, with the ability to identify and manage changing and competing priorities. | E |
| Comfortable working in a highly reactive environment, supporting the rest of the HR Team in a both an admin or advisory capacity wherever needed, and be able to effectively manage changing and competing priorities with minimal supervision. | E |
| Strong digital and technological skills with the ability to analyse data and provide suggestions for improvements to ways of working | E |
| Strong negotiation skills to secure preferential terms of business with agencies, media etc. | E |
| Excellent influencing and persuasion skills to promote opportunities to applicants etc. | E |
| Excellent written and oral communication skills to be client focused with a professional approach to work, colleagues and external contacts. | E |
| Excellent interpersonal skills able to work with people in a supportive, sensitive and calm manner managing confidentiality. | E |
| Ability to manage conflict and work in a consultative style whilst maintaining consistency and commerciality. | E |
| Ability to work under pressure and be self-motivated. | E |
| Flexible and resourceful and able to work in a small team whilst working independently with minimal supervision. | E |
| Appetite to learn, build on knowledge and current experience to develop abilities. | E |
| IT Skills: | |
| All Microsoft products including Word, Excel, SharePoint, Teams and One Drive to Advanced standard | E |
| HR Databases - able to upload and maintain data and use reporting tools | E |
| Experience | |
| Management of recruitment campaigns from identification of the role through to on-boarding | E |
| Developing bespoke recruitment campaigns and associated assessments and documentation | E |
| Assessing candidates via shortlisting and interviews | E |
| Developing agency and media relationships, negotiating preferential rates and agreeing detailed terms of business with a range of suppliers. | E |
| Budget maintenance and associated purchase order and invoice administration. | E |
| Production of Management Information (MI) | E |

| Criteria | Essential/Desirable |
|--|---------------------|
| Employee benefits administration – starters, leavers etc. and supporting renewals data. | E |
| Maintaining and improving use of HR databases including ATS and producing common HR metrics reports. | E |
| Acting as a first point of contact and provide generalist advice, escalating as necessary. | E |
| Providing general HR administrative support for the full employee life cycle | E |

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: circa £30,000 per annum subject to experience

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

From the join date:

- 23 days annual leave per annum plus bank holidays, rising with service
- Flexible working system whereby additional hours worked may be accrued and taken as flexi-leave
- Life Insurance – death benefit subject to scheme eligibility rules

From the successful completion of the probation period, whilst provided at the Institution's discretion, may be subject to scheme eligibility rules:

- Participate in the Institution's pension plan arrangements
- Private Medical Insurance
- Health Cash Plan
- Permanent Health Insurance (Group Income Protection Insurance)
- Season Ticket Loan
- Reimbursement of one membership subscription to an agreed appropriate professional association, including this Institution.

The Institution reserves the right to exercise its discretion to amend or withdraw any or all of the above benefits.

How to apply; the recruitment process

Applicants should submit their up-to-date CV demonstrating how they meet the knowledge, skills and experience required for the role as depicted in the job description along with a cover letter of no more than 500 words advising why they are interested in the role and why they feel they are suitable.

All applications should be submitted via [Webrecruit](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

The Institution does not hold a visa sponsor licence; therefore, applicants must possess a current right to work in the UK. Regrettably, applicants who do have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a job-related assessment followed by an interview with the Head of HR and HR Manager. The interview will consist of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

Applicants will be asked to specify whether there are any reasonable adjustments needed for them to participate in a selection process. Wherever possible and reasonable, we will meet any declared needs.

A second interview or assessment may be applicable.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

Organisational Structure

