



<b>Job Title:</b> HR Consultant - Resourcing  <b>Conduct Role:</b> Yes	<b>Reports To:</b> HR Business Partner - Resourcing																						
<b>Department:</b> Human Resources	<b>Band:</b> Team Manager Specialist 2																						
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attraction and selection tools can have a positive impact on diversity.

- Is curious about the world of work, collaborates with others to share knowledge.
- Enjoys working at pace and encourage others to do the same.

### Internal & External Relationships

- Liaise with stakeholders across the Society up to and including Head of level
- Maintain a positive working relationship with third parties including government bodies, job boards, apprenticeship providers, employment agencies and educational establishments
- Candidates and customers
- Maintain the highest standard of integrity in all business relationships

- Complete administrative duties including the progression of roles using the Applicant Tracking System, checking headcount, obtaining approvals for resourcing requests and updating job descriptions.
- To adhere to all relevant regulatory rules and guidance applicable to the role
- To maintain required standards of the Conduct Rules at all times in accordance with prevailing regulatory requirements
- To maintain full awareness of and conformance to the Risk Management Framework including but not limited to the Information Security and Data Governance supporting frameworks.