# **Job Profile comprising Job Description and Person Specification**

# **Job Description**

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| **Job Title:** Strategic Resourcing Manager | **Grade**: MG1 |
| **Section:** Human Resources  | **Directorate:** Resources |
| **Responsible to following manager:** Head of HR Business Partnering | **Responsible for following staff**: * Resourcing & Recruitment Team Manager
* Systems Advisor
* Recruitment Advisors and Assistants.
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**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To lead on and implement innovative strategic resourcing initiatives for the attraction, recruitment and retention of high calibre staff at all levels to meet organisation needs.

Responsible for, overseeing and maintaining the organisation’s recruitment and resourcing systems for all staff including agency workers (Tribepad, Beeline, SMS) and undertake necessary action to ensure that the systems are appropriately maintained.

**Specific Duties and Responsibilities**

**Strategic Resourcing**

* Manage and proactively develop strategic relationships with all internal and external stakeholders.
* Accountable for the delivery of a cost effective, safe and high-quality recruitment and resourcing service, advising on best practice ensuring the most up to date resourcing initiatives are utilised within the SSA by horizon scanning and responding Directorate and Corporate needs.
* Providing leadership and management support to the team to ensure a professional high-quality and consistent service is provided to all Directorates.
* To lead on and be responsible for the development and review of the SSA’s recruitment strategies and policies and initiatives to sustain the continuous improvement of both the recruitment team and Master Vendor Agency service.
* Working with senior colleagues in HR, take a leading role in supporting and advising on Chief Officer recruitment campaigns and ensure the resourcing requirements of each directorate are understood and achieved.
* Through use of systems obtain and interpret metrics and other management information develop a deep understanding of the workforce for the senior leadership of the SSA in the short, medium and long terms and associated priorities for recruitment, selection and talent acquisition and succession planning.
* To establish, develop and enhance the SSA’s advertising, social media usage and employer presence as central strand of all recruitment and talent activity.
* Input into any recruitment reports and papers for senior/executive team to inform corporate decisions.

 **Contract Management**

* Accountable for the contract management and continuous improvement strategies of the Master Vendor Agency team, measuring performance through agreed Key Performance Indicators, including fulfilment rates, absence, attrition and compliance standards.
* Manage and reduce ongoing cost of service delivery to the SSA through the effective analysis of agency and contract management spend and associate metrics.
* To manage a range of contracts for advertising, Tribepad and other resourcing activity.

**Business Systems / Projects and Initiatives**

* Deliver and lead on resourcing projects, initiatives and activities as required.
* Project/Process Management and implementing cost effective recruiting strategies to, for example, support recruitment delivery and onboarding employees which reduces time to hire and improves hiring manager and candidate experience.
* Support HR Business Partners in implementing pro-active recruitment programmes to reduce reliance on casual and agency staff whilst reducing ‘off-contract’ spend and complying with IR35 regulation and cap rate breaches.
* Act as a lead in all recruitment service audits, both internal and external, ensuring that direct reports are aware of the outcome of audit and any required changes to process/procedure.
* Participate in local, regional and international recruitment and temporary staffing groups as necessary and keep up to date with the latest developments in Local Government.
* Provide strong leadership and line management for direct reports and the wider team where appropriate and deliver training and staff development across the recruitment team and the wider organisation.
* Promote equality diversity and inclusion in all activities being undertaken by recruitment and master vendor agency teams, ensuring collaboration with relevant stakeholders across HR and the wider organisation

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

**Team Structure**

**Person Specification**

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* Recruitment Systems Advisor.
* Recruitment and Retention Advisors
* Recruitment and Retention Assistants.
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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Requirements** | **Essential/ Desirable** | **Assessed by A &** I**/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Comprehensive specialist knowledge of recruitment, and associated employment legislation | Essential  | A/I |
| Knowledge of Local Government operating environment and associated terms & conditions of service | Desirable | A/I |
| Knowledge of recruitment and temporary staffing contract management. | Essential  | A/I |
| **Experience**  |
| Demonstrable capability and capacity of working as a senior resourcing manager in a large, complex work environment, including track record of staff, and budget management. | Essential  | A/I |
| Extensive experience of developing recruitment, retention and attraction strategies within a demanding high-volume organisation.  | Essential  | A/I |
| Experience of project management with demonstrable record of experience in directly managing or significantly contributing to major implementation projects | Essential  | A/I |
| Experience of developing and building long-term relationships with senior and hiring managers at all levels. | Essential  | A/I |
| Experience of managing large volume recruitment campaigns and organisation-wide initiatives  | Desirable  | A/I |
| Experience of managing and negotiating with external suppliers, agencies and contracts to meet deadlines and budgeted cost pressures. | Essential | A/I |
| **Skills**  |
| Highly developed leadership and influencing skills with the ability to motivate and involve individuals and teams. | Essential  | A/I |
| Sound political judgement and astuteness in understanding and working with complex policy, and diverse interest groups. | Essential  | A/I |
| Ability to look beyond existing ways of working to produce more effective and innovative service delivery models and partnerships. | Essential  | A/I |
| **Qualifications**  |
| Educated to ‘A’ Level standard or equivalent | Essential  | A/C |
| Recruitment or Occupational testing qualifications  | Desirable | A/C |