

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Strategic Resourcing Manager	Grade: MG1
Section: Human Resources	Directorate: Resources
Responsible to following manager: Head of Business Partnering	Responsible for following staff: <ul style="list-style-type: none"> • Resourcing and Recruitment Team Manager • 2 x Recruitment Systems Advisors. • 4 x Recruitment and Retention Advisors • 4 x Recruitment and Retention Assistants.

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 the attraction and recruitment of high calibre staff at all levels to meet organisation needs. To also lead on the retention of staff, recognising that this requires co-ordination with other parts of the HR team.

Responsible for, overseeing and maintaining the organisations recruitment and resourcing systems for staff and agency workers (Tribepad, Beeline, SMS).

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Specific Duties and Responsibilities

Strategic Recruitment and Resourcing

- Responsibility for the SSA's recruitment and resourcing, including the strategy, policies and staffing needed to support it.

This will require:

- Proactive development of relationships with key internal and external stakeholders.
- Management of a staffing budget of approximately £500k
- 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 Recruitment, System and other teams to ensure a professional high-quality and consistent service is provided to all Directorates.
- Taking a lead co-ordinating role in Chief Officer and other key recruitment campaigns.
- Obtain and interpret metrics and other management information develop a deep understanding of the workforce in the short, medium and long terms and associated priorities
- To establish, develop and enhance the SSA's and employer presence as central strand of all recruitment and talent activity.
- Participate in local, regional and other recruitment and temporary groups 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, inclusion in all activities being undertaken by recruitment and master vendor agency teams, ensuring collaboration with all relevant groups.

Contract Management

- Responsible for the contract management of large contracts associated with the Recruitment and resourcing function, to include effective monitoring and budget controls.

This includes:

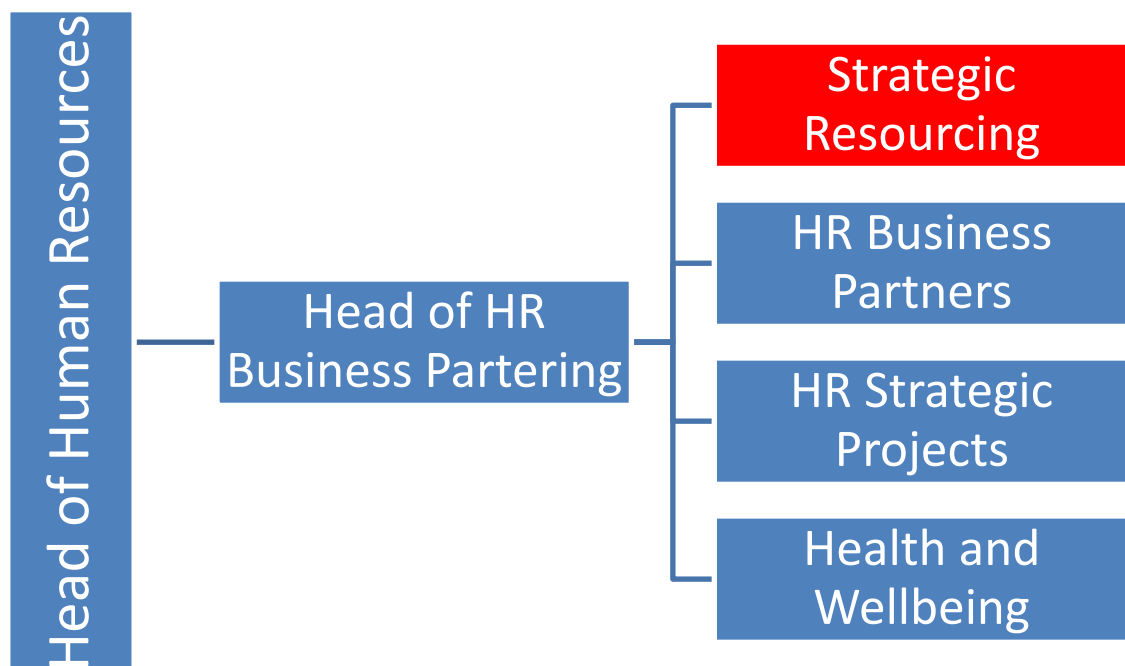
- Responsibility for the Master Vendor Contract - £25m annual spend - (or similar replacement) ensuring the placement of agency workers into the SSA.
- Any central contracts for advertising and on-line presence required – current value £100 k.
- Leadership to support and encourage continuous improvement in all contracts (Advertising, Recruitment Technology (ATS), Employment Agencies, Executive Search and Master Vendor Agency).

Generic Duties and Responsibilities

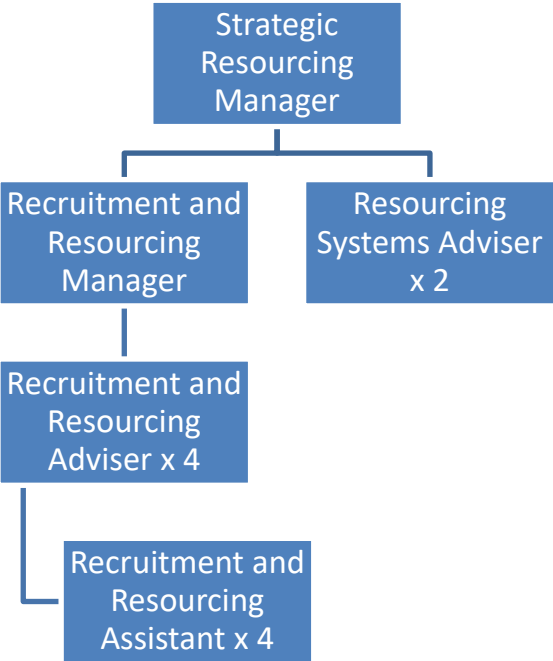
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- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To 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.

Team Structure



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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.

Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Comprehensive specialist knowledge of recruitment, and associated employment legislation	A/I
Knowledge of Local Government operating environment and associated terms & conditions of service	A/I
Knowledge of recruitment and temporary staffing contract management.	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, contract, budget, performance and change management.	A/I

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Extensive experience of developing recruitment, retention and attraction strategies within a demanding high-volume organisation.	A/I
Experience of project management with demonstrable record of experience in directly managing or significantly contributing to major implementation projects	A/I
Experience and ability to manage complex recruitment budgets	A/I
High degree of developing and building long-term relationships with senior and hiring managers at all levels.	A/I
Experience of managing large volume recruitment campaigns and organisation-wide initiatives	A/I
Experience of managing and negotiating with external suppliers, agencies and contracts to meet demanding deadlines and budgeted cost pressures.	A/I
Skills	
Highly developed leadership and influencing skills with the ability to enthuse, motivate and involve individuals and teams,	A/I
Sound political judgement and astuteness in understanding and working with complex policy, and diverse interest groups.	A/I
Ability to be intellectually flexible and to look beyond existing ways of working, boundaries to produce more effective and innovative service delivery and partnerships.	A/I
Qualifications	
Educated to 'A' Level standard or equivalent	A/C
Desirable: relevant Recruitment and Occupational testing qualifications	A/C