

Job Profile comprising Job Description and Person Specification
Job Description

Job Title: Resourcing and Recruitment Manager	Grade: PO3 - 4
Section: Human Resources	Directorate: Resources
Responsible to following manager: Strategic Resourcing and Talent Acquisition Manager	Responsible for following staff: Recruitment and Retention Advisors and Recruitment and Retention Assistants
Post Number/s: TBC	Last review date: May 2019

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

Manage the recruitment and resourcing team to ensure a professional and comprehensive recruitment and retention service is provided for the Councils, including providing advice and guidance on all aspects of recruitment and selection to managers.

Specific Duties and Responsibilities

- To manage, motivate and develop staff within the Resourcing Team to reach their full potential, ensuring they fully understand their own objectives and the alignment of these with service and corporate objectives through effective workload monitoring, supervision meetings and performance review processes.

- To ensure the resourcing team provides a proactive, efficient and effective service to all managers across the Councils and is customer focussed in its approach to hiring managers and applicants - removing any unnecessary barriers that may delay employment start dates.
- To lead on the provision of advice and guidance to specified business areas and/or directorates on relevant aspects of recruitment, resourcing and retention.
- Ensures recruitment and retention policies and procedures are applied appropriately and accurately throughout the team.
- Leads on all pre-employment compliance including, offer letters, contracts pre-employment checks, right to work / employment visas.
- Support the Strategic Resourcing and Talent Acquisition Manager on the continuous improvement of the recruitment and retention process, modernising and streamlining processes, ensuring standard operating procedures are in place for all functions undertaken by the resourcing team.
- Develop and maintain relationships with temporary agency staffing. Signpost managers to further support and guidance where required.
- To champion diversity in recruitment and retention ensuring the Councils seeks to encourage applications from all areas of the community.
- To develop a tool kit of approaches and principles to support the retention of staff.
- To develop action plans to support the retention of staff in key areas.
- In conjunction with key stakeholders, lead on resourcing exercises through the LGRP frameworks; reviewing responses against the contract specification.
- In conjunction with Learning and Development, plan and develop training/coaching for managers and HR staff as required in key aspects of resourcing and retention.

Carry out any other duties as required from time to time in accordance with the grading of the post.

Additional Duties at PO4

- Work with key stakeholders to continuously improve and develop recruitment systems and procedures to further streamline the experience for applicants and managers from approval to recruit through to onboarding hires.
- Keep up to date with current and new recruitment legislation, ensuring that all changes are reflected within current policies and documentation as required.
- Takes the lead on complex or high-profile recruitment campaigns to maintain a good working relationship, identifying and resolving issues as required.
- Develop attraction and retention techniques to ensure a diverse workforce profile.
- To develop the range of recruitment and selection assessment methods, including occupational ability testing.
- To undertake recruitment and selection related projects as required.

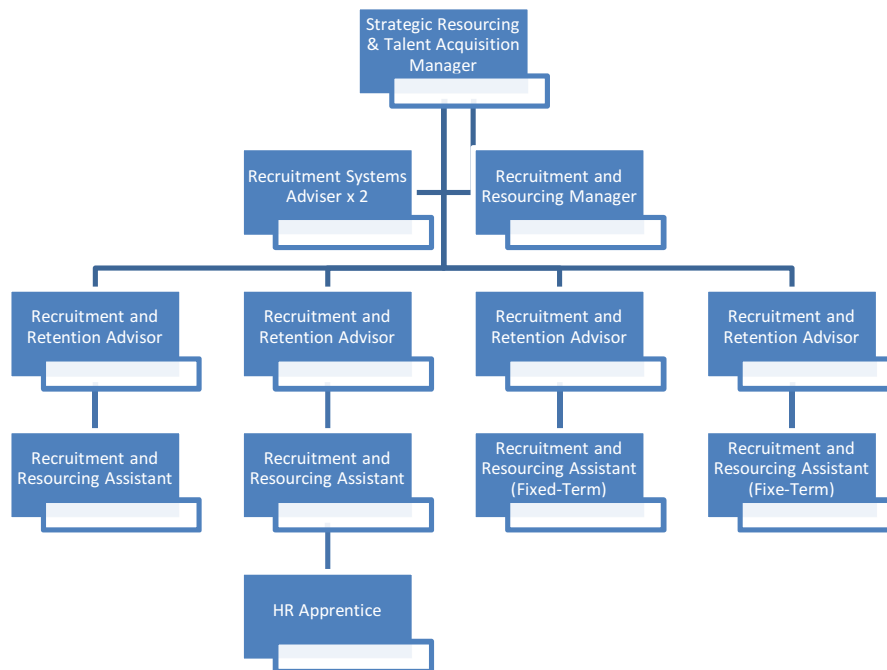
Generic Duties and Responsibilities

- 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

- Be prepared to travel between Twickenham and Wandsworth office locations as and when required.

Team structure



Person Specification

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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.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Excellent understanding of the strategic context of recruitment and selection within a complex organisation.	A, I, T
Expert knowledge of the range of best practice and innovative approaches to recruitment and selection.	A, I, T
Good knowledge of employment legislation law and regulations relating to recruitment and selection	A, I, T
Knowledge of the national, regional and local external factors and issues currently affecting Local Government.	A, I, T
Good knowledge of using applicant technology or/and HR software data to drive business improvements.	A, I, T

Good working knowledge of terms and conditions of employment and understanding of policies and procedures for authenticating or sponsoring an individual's eligibility and right to work in the UK.	A, I, T
Experience of working with line management to understand their recruitment needs for their areas and facilitating desired solutions.	A, I, T
Good experience of risk assessment and creation of solutions to mitigate risk.	A, I, T
Experience	
Proven leadership skills in relation to the motivation, leadership, development and performance management of employees.	A, I, T
Proven in understanding recruitment key performance indicators (KPIs) data and insight metrics, analysing data and reports to drive continuous improvement	A, I, T
Experience of managing an in-house recruitment and selection service within a large and complex organisation	A, I, T
Skills	
Proactive self-starter and problem solver, taking accountability and ownership of issues, seeing them through to resolution	A, I, T
Demonstrates resilience, adaptability and flexibility to manage changing priorities and requirements	A, I, T
Ability to build and maintain successful working relationships with senior managers, colleagues, partners, customer organisations, external suppliers and team members.	A, I, T
Qualifications	
CIPD or qualification at an equivalent level or relevant experience. Evidence of commitment to continued personal development	A

A – Application form / CV

I – Interview

T – Test

C - Certificate