

Northumberland County Council
JOB DESCRIPTION

Post Title: Strategic Recruitment and Resourcing Partner		Service: Human Resources		Office Use
Band: Band 11		Workplace: County Hall, Morpeth		JE Ref: Z264
Responsible to: Senior HR/OD Manager		Date: February 2022	Manager Level:	
Job Purpose: To lead the provision of a high quality recruitment service including overall responsibility for a resourcing team and the internal temporary staffing team. Develop and ensure organisational engagement with a recruitment strategy that will attract and retain the best talent for the Council. Provide expert knowledge on all aspects of operational and strategic recruitment issues.				
Resources	Staff	2 x teams (Recruitment and Staff Bank) and a Specialist Recruitment Adviser. Approx. 10-15 people		
	Finance	Advise hiring managers on budget spend in relation to recruitment activity. Shared accountability for budget supporting ad-hoc recruitment related costs		
	Physical	Shared responsibility for updating, maintaining and controlling the distribution of sensitive and confidential information		
	Clients	Members, Executive Directors, Managers and Employees of the County Council, external partners		
Duties and key result areas: <div>1. Oversee the delivery of a comprehensive range of HR recruitment services and provide advice and support to managers and employees on the application of HR policies and procedures to ensure that the Council adheres to best practice and current legislation.</div> <div>2. Working with service leadership teams to design and deliver a clear recruitment strategy around current and future organisational needs incorporating appropriate recruitment practices, platforms, methods, initiatives and continuously evaluating these to ensure key performance indicators are met</div> <div>3. To be responsible for ensuring that the organisation's recruitment strategy is designed and delivered in such a way as to build inhouse capability.</div> <div>4. To ensure the Council is viewed as an employer of choice and is the leading local authority in the employment market place.</div> <div>5. Supports the implementation of the Council's HR Strategy/Workstreams and leads on designated projects/specialist areas as agreed with the HR/OD leadership Team.</div> <div>6. Participate and contribute via a matrix management approach to specific innovation and improvement projects eg service reviews</div> <div>7. Actively promote concepts of equality of opportunity, management of diversity and importance of inclusion, ensuring that recruitment practices are transparent and non-discriminatory.</div> <div>8. Review key performance indicators (KPIs) and introduce a system for monitoring and reporting to ensure continuous quality and improvement.</div> <div>9. Provide expert knowledge of the tools, techniques and methodologies that underpin the end-to-end recruitment lifecycle</div> <div>10. Act as line manager to Team Leaders overseeing the work of Recruiters, ensuring effective use of recruitment tools to drive the attraction, assessment, and selection of employees</div> <div>11. Introduce and manage the applicant tracking system (ATS) and supplier relationship, ensuring that the system is used to its full capacity, is up to date and that all system maintenance is carried out as required.</div> <div>12. Develop detailed resourcing plans in conjunction with key service managers, identifying priorities and focusing the activity of the recruitment team where they need to be</div> <div>13. Ensure the recruitment and management teams follow the agreed recruitment process and have the knowledge and tools to recruit successfully, writing and providing training and coaching as required to ensure a quality Hiring Manager and Candidate experience</div> <div>14. Devise and deliver recruitment training and development programmes to support policy implementation</div> <div>15. Take lead responsibility for the review and maintenance of the Council's Recruitment policy and other associated policies, practices and procedures</div> <div>16. Ensure any management information concerning recruitment activity is comprehensive, clear and provided on time to recipients</div>				

17. Working with key partners including Communications Specialists to ensure that all recruitment activity and material is up to date and is fit for purpose, ensuring quality advertising and marketing of opportunities
18. Develop and introduce an employer branding strategy that seeks to convey a positive image of the Council's brand as an employer
19. Use market analysis and trend astuteness to drive change and seek continuous improvement
20. Use market awareness to assist workforce planning efforts so that a talent pipeline and talent pool can be created to ensure sufficient quality candidates and targeted sourcing strategies
21. Management of key stakeholder relationships with external parties including job board owners, maximising opportunities when available
22. Manage recruitment events including open days, recruitment fairs and other events
23. Attend careers fairs and other industry specific events and widen our network to work with local job centres, charities, schools and colleges to develop a pipeline of candidates
24. Guide, advise and assist managers in the preparation and coordination of assessment centres
25. Lead on the design, delivery and implementation of executive recruitment exercises and other large, high profile campaigns

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve travel to venues, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours. Possible attendance at evening meetings.
Working conditions:	Mainly indoors

Northumberland County Council

PERSON SPECIFICATION

Post Title: Strategic Recruitment and Resourcing Partner		Service: Human Resources	Ref: Z264
Essential		Desirable	Assess by
Qualifications and Knowledge			
Level 7 qualification in Human Resources related subject or significant recruitment-relevant knowledge acquired though training and experience of leading in a Recruitment / HR environment (to degree equivalent level). Significant working knowledge of a range of HR and recruitment policies and management procedures.		Postgraduate Diploma in Human Resource Management. Membership of the CIPD	A/I/R
Experience			
Extensive experience of working within an HR and /or Recruitment environment. Leading recruitment / resourcing teams Digital recruitment technology and use of Applicant Tracking Systems (ATS) Senior recruitment responsibility in a large scale, high volume recruitment service Developing and working to a progressive recruitment strategy Experience of working with metrics and reporting on analytical recruitment data A demonstrable track record of delivering outcomes that require collaborative approaches both within the organisation and with external partners		Knowledge/experience of working within a public sector environment.	A/I/R/T/P
Skills and competencies			
Analytical and quality oriented Pragmatic and proactive in delivering a high quality service Able to be close to detail, but also to think strategically Able to influence others and to drive change in systems and processes Excellent relationship building skills to communicate, negotiate and influence a range of staff and management at all levels and to win respect and trust across the Council at all levels High personal standards and professionalism that set an example for others. Highly data literate, able to analyse and interpret data, providing insights and recommendations to service users. Ability to interpret and translate detailed legislative information. Is an effective advocate for the HR service and organisation both internally and externally.			I/R/T
Physical, mental, emotional and environmental demands			
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Pragmatic approach to deal with difficult and emotional situations. Contact with staff/public/clients in dispute with the County Council.			I/R/Q
Motivation			
Commitment to the values of the HR function and to professional development of self and others. Personally receptive to change and effective as a change agent. Committed to personal and professional development. Ability to work under pressure and to tight deadlines			I/R/Q

Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.		
---	--	--

Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits