

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Resourcing Manager

Human Resources, Corporate Services

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To lead our resourcing service and be responsible for the delivery of expert, professional resourcing advice to our hiring managers to provide a positive recruitment process, and the setting and delivering of our talent attraction and selection strategy, which supports the successful delivery of the Council's [Corporate Plan](#) and our People Strategy.

To be responsible for our Employer Brand, 'where careers Thrive', developing it, promoting it and influencing internally and externally to grow our reputation as destination employer. To partner with Hiring Managers across all services to design strategies and campaigns for hard to fill roles (interim and permanent) include campaign management for key posts.

Accountable to:

The post reports to the Head of Organisational Design, Development and Change within Human Resources, which is part of the Corporate Services Directorate. It is responsible for the line management of a small team of Resourcing Advisors and a small budget.

Responsibilities:

1. The design of an overall talent attraction and selection strategy for WNC which has social responsibility at its heart and utilises both our apprenticeship levy and our relationships with outside agencies and partners such as Northamptonshire Children's Trust, University of Northampton, Resettlement Team, Armed Forces and Opus People Solutions (agency provider).
2. To provide expert guidance, advice and learning resources for Hiring Managers and HR colleagues to build recruitment expertise and knowledge (as we operate a mixed model in terms of some centralised recruitment and also manager self-service). Ensuring that role profiles, advertising campaigns, assessment methods, interviews and all aspects of resourcing offer a consistent candidate experience, cost effective, follows best practice and embraces diversity, equality and inclusion.
3. To further embed and develop our employer brand ('where careers THRIVE'), including working with colleagues in Communications & Marketing on the development of advertising assets, including photography, videography, web and social media content, ensuring all content is relevant and engaging.
4. Campaign Management and candidate sourcing –manage the recruitment process end to end for our critical roles, procuring and contract managing external suppliers as required and sourcing good quality candidates both directly and where appropriate through engaging with agency supplier, minimising time to hire and reducing cost.
5. Working with internal services, partners and other external agencies to support the identification of talent across our services and externally, maximising our use of the apprenticeship levy where appropriate and providing work opportunities and experiences for students, refugees and care leavers.
6. Working with IT colleagues and partner councils to continue the development of our Applicant Tracking System. Seek continuous feedback from our Hiring Managers on the usability of the system and the supporting learning materials and where necessary work with colleagues to redesign elements of the build to ensure a seamless candidate journey and intuitive hiring manager and onboarding process.

7. To measure, monitor and report on the performance of the resourcing service and all aspects of the recruitment and selection process, including analysis of trends, that our attraction strategies are supporting the delivery of our diversity, equality and inclusion strategy and that any issues are being addressed.
8. Work with HR colleagues on delivery of elements of the People Strategy including a focus on internal hiring and careers, talent management and succession planning, creating toolkits, policies and guidance and putting processes in place that emphasises that supports the internal message of 'our next best hire may already be working for us'.
9. Maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Innovative and creative with a passion for creating relevant and engaging media content.	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.)	Essential	A, I
Excellent written and verbal communication skills and the ability to represent WNC in external settings.	Essential	A, T, I, P
Effective organisational and time management skills coupled with the ability to work practically and logically in a fast paced, changing environment and responding to unplanned work requests.	Essential	I
Strong analytical and problem-solving skills. Ability to prepare, analyse and present data to drive continuous improvement and influence change	Essential	A, T, I, P
Presentation and training delivery skills	Desirable	A, T, I, P

Knowledge:	Essential / Desirable	Measured by
Expert knowledge of resourcing, including knowledge of best practice in candidate attraction and recruitment and selection.	Essential	A, I
Detailed understanding of key issues facing local government, including the legal, financial and political context of public sector management.	Desirable	A, I
Demonstratable employment law knowledge.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Substantial experience working successfully as a recruitment specialist, providing professional advice and guidance, working through complex matters.	Essential	A, I
Experience of developing an employer brand and creating meaningful content in different formats that broadens advertising reach.	Essential	A, I
Experience of leading the design and delivery of resourcing strategies to address skills gaps and improve workforce diversity	Essential	A, I
A proven track record of leading and implementing initiatives that lead to improvement in service delivery.	Essential	A, I
Experience of leading the delivery of a proactive, customer focussed resourcing service in a local authority or similar complex public sector organisation	Desirable	A, I
Experience of leading and managing people, including support individuals to develop their skills and progress their career	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to A level or equivalent.	Essential	A, D
Post specific professional qualification appropriate to the role at Level 7, or equivalent, or be able to demonstrate significant experience in a similar role.	Essential	A, D
Evidence of continuing professional development	Essential	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	OAS, Northampton
Job family band:	Professional Support 10	Worker type:	Part-flexible
Salary range:	£52,194-55,943	Budget responsibility:	Direct advertising budget of c. £60,000 and shared responsibility on budgets related to projects and recruitment campaigns.
People management responsibility:	yes		

Working conditions & how we work:

We are open to discussions about flexible working or part time hours (30 hours per week). This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

