



Job Description

Job Title: Recruitment and Resourcing Manager

POSCODE:

Grade: NCT Grade L

Overall Purpose of Role

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The postholder will be responsible for developing and delivering an effective recruitment strategy and end to end recruitment service for Northamptonshire Children's Trust, a large employer that provides care and support for children and families. They will ensure that there are cost effective and highly responsive resourcing systems in place to meet the organisation's workforce needs, with the ability to attract, engage and deploy the skills and knowledge needed to deliver outstanding services and meet NCT's priorities.

Main Accountabilities	
1	Work with the senior leadership team and external recruitment partners using expert knowledge to advise on, develop, implement, and monitor an effective recruitment strategy that embraces equality, inclusion and NCT values. Working with hiring managers, provide expert advice and guidance to support successful recruitment and build expertise and knowledge within NCT.
2	Direct the work of our recruitment partners for permanent and temporary recruitment needs. This includes developing strategic relationships and using industry knowledge to develop innovative approaches to meet recruitment needs.
3	Manage and develop an effective recruitment team that provides a central service to NCT recruiting managers
4	Manage an effective and responsive end to end recruitment and onboarding process. This includes; managing a recruitment budget, monitoring of KPIs, analysing and using service feedback to improve customer experience of our recruitment process.
5	Ensure business and recruitment systems meet NCT requirements. This includes; joint work with partner councils on a shared recruitment portal, compliance with NCT policies, development and improvement of recruitment systems.
6	Oversee and monitor the effective and timely regular reporting on our employee establishment to identify recruitment priorities.

7	Work with internal and external communications and marketing partners to develop the most effective approach to our advertising strategy and campaigns planning.
8	Ensure that candidates and those that join NCT have the best possible customer experience by continuous improvement of processes. This includes using feedback, systems reports, establishing and monitoring KPIs and engagement with service.
9	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 and care leavers.
10	Demonstrate excellent customer service to partners and service users, analysing feedback and performance to continuously improve processes.
11	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
12	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
A level or Equivalent	Educated to A level or equivalent.	Essential
Professional Qualification	Post specific professional qualification appropriate to the role at Level 7, or equivalent, or be able to demonstrate significant and substantial experience in a similar role.	Essential
	Evidence of continuing professional development	Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:	Provide expert advice in relation to all aspects of the recruitment process including; candidate attraction, diversity and inclusion, assessment, vetting best practice, policies and legislation.	Essential
	Knowledge of recruitment agencies processes and their approach to candidate attraction.	Essential
	Development of talent pools for key roles.	Desirable
	Knowledge and understanding of key recruitment issues facing local government and children's services.	Desirable
Skills:	Excellent time management and prioritisation skills with the ability to balance competing demands and successfully meet tight deadlines.	Essential
	Highly effective verbal communication skills with the ability to build trust, credibility and strong working relationships at all levels within the organisation.	Essential
	Innovative and passionate recruitment practitioner with strong media skills, able to adapt to different environments and service needs.	Essential

	Ability to run reports, analyse data and use the insight to make evidence-based recruitment decisions.	Essential
	Committed and proactive team player who enjoys providing excellent customer service, seeking opportunities to personally develop and continuously improve processes.	Essential
	Strong written communication skills and attention to detail	Essential
Experience:	Significant experience of working in a professional recruitment advisory role delivering recruitment strategies.	Essential
	Experience in a successful strategic HR Resourcing management role in a large organisation.	Essential
	Experience of recruitment in children's social care.	Desirable
	Proven Experience of use of recruitment / applicant tracking systems	Essential
	Experience of managing staff.	Essential
	Experience of working successfully with recruitment agencies / suppliers, including contract and relationship management	Essential
	Experience in managing budgets	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	An understanding of safer recruitment practice	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What DBS Level is required for this post?

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed

Flexible

Field

Home

