

Job Description

Job Title: Recruitment Team Leader

POSCODE:

Grade: P1

Overall purpose of the job

To lead on permanent and temporary recruitment working alongside recruiting managers and key internal and external services to promote roles attract candidates.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	Recruitment Solutions Deliver permanent creative recruitment solutions which are appropriate to the needs of the services. Challenge and make recommendations to management teams and recruiting managers as appropriate to continually improve the branding, policies and processes to increase attraction of candidates.
2.	Recruitment Process Working collaboratively with Managers to ensure the recruitment and retention processes are responsive and provide an excellent experience for both candidates and recruiting managers improving recruitment and retention levels
3.	Research and Planning To use innovative research, planning and co-ordination skills to identify the current recruitment challenges and provide appropriate solutions. Identify and plan trends and needs forecasting need for the next 12 months – 3 years in advance
4.	Social Media Actively exploit new and different channels to increase market reach and attract candidates in accordance with current trends
5.	Temporary recruitment Provide advice and challenge to recruiting managers for the recruitment of temporary staff and the associated legislation and internal procedures. Ensuring compliance with contract regulations, safer recruitment and other policies, practices and procedures. Actively drive the conversion of temporary to permanent engagements as a more sustainable, resilient and cost effective solution to staffing.
6.	Contract Management

	<p>Oversee the managed service agreement for temporary staff and consultants in line with contract regulations</p> <p>Ensure performance is closely monitored and value for money is quantifiable, and achieved across all contracts.</p> <p>Manage the Framework Contract for Children's Social Care and Adult Social Care as appropriate at PCC for the recruitment of Locum Social Work Professionals in line with policies, procedures and contract regulations. To manage and ensure compliance for both CCC and PCC in the Eastern Region Memorandum of Cooperation.</p>
7.	<p>Reporting</p> <p>Regularly review and report on the agency and interim spend for all Directorates of both Councils. Provide appropriate reports to the relevant Service Director on the financial implication the temporary resource has on a service and be cognisant of the budget position on a monthly basis and seek to identify and drive out savings where appropriate across PCC and CCC.</p>
8.	<p>Monitoring and review</p> <p>Carry out monitoring and review of all initiatives and programmes implemented to ensure a continuous cycle of improvement.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree level qualification or equivalent extensive experience	Relevant subject	E
Educated to 'A' Level standard or equivalent		E

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

Identify	Describe	Essential/ Desirable
Knowledge		
Recruitment experience	Extensive knowledge of providing a recruitment service in house or externally to clients to meet their recruitment needs	E
Project Management	Understanding of how projects work and knowledge of project management tools.	Desirable

Social Media	Understanding of different Social Media channels and their impact	Essential
Skills		
Leadership skills	Ability to	
Self-Motivated/Initiative	Ability to self-motivate and work on own initiative, managing conflicting priorities to meet deadlines and targets.	Essential
Creative approach	Ability to generate creative ideas/solutions that are achievable in response to the issues/challenges.	Essential
Building relationships	Have the personal qualities and skills to promote open and constructive working relationship with managers and colleagues.	Essential
Presentation Skills	Ability to promote and present ideas and solutions in a focused, constructive and clear manner.	Essential
Influencing	Must be able to influence others at Senior Management and Project Board level.	Essential
Communication and Interpersonal Skills	Excellent verbal and written communication skills, with the capability to persuade and to deal with challenge positively	Essential
Planning and Organisation	Ability to plan and organise own workload and utilise a wide range of skills and techniques to ensure successful delivery of outcomes through effective use of resources.	Essential
Analytical Skills	Ability to collect and analyse relevant data and information from internal, regional and national sources.	Essential
IT Skills	Confident in the use of Microsoft Office with the ability to use the main packages to present and promote and communicate appropriately.	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Project/Assignment Management	Experience of working on a project or initiative from start to end, able to	Essential

	evidence getting the project started, ensuring focus throughout, meeting targets/deadlines through to final completion.	
Budget management	Responsible for accounting for (i.e. monitoring budgets against targets, providing advice on spending and identifying variances) up to £50,000 through the influence over the temporary/consultant budget	

Disclosure level

What disclosure level is required for this post?	None	Basic-Standard
	Enhanced	Enhanced with barred list checks

Work type

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
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