

JOB DESCRIPTION

<p>Job Title: Directorate & Section/Unit: Reporting to: Responsible for:</p>	<p>Team Manager Recruitment, Reward and Talent Management HR, OD and Engagement - HR Head of HR Team of 9. Grading Analyst, HR Client Manager, Talent Manager, Recruitment Co-ordinators x5 and HR Client Officer</p>
<p>Salary Grade: DMA Management Level: * DMA Span of Control (Direct Reports): *</p>	<p>P04 L2 9</p>

Purpose of job:

- Lead and develop a diverse team to perform effectively to meet the required performance standards and to achieve set key performance indicators. Ensure that there is a strategic focus applied to the development of recruitment and talent management strategies which are delivered in line with our Workforce Strategy.

Main Activities & Responsibilities:

- Establish, develop and maintain a specialist team ensuring that the team meets current and future needs for high quality Recruitment, Reward and Talent Management.
- Accountable for specific services within HR, OD and Engagement you will be expected to operate to an exceptional level at all times through leading and developing a team of recruitment, reward and talent management staff with pace and tenacity, ensuring employees and line managers receive the 'best in class' service. You will work closely with the team to instil a culture of change, sustainability and fast adoption of innovative ideas.
- Act as the lead in developing an agreed executive recruitment framework in addition to meeting the Council's constitutional requirements on chief officer appointments
- Personally act as the lead contact on executive appointments acting as a conduit between prospective candidates and senior stakeholders (including councillors) within the county councils and with our partners.
- Lead and develop the Recruitment team to perform effectively to meet the required performance standards and to achieve set key performance indicators.
- Lead an annual review with stakeholders and customers to identify annual requirements, priorities and agree a budget for delivery.
- Lead on the development of any system and process changes to improve the productivity and customer service levels within your area.
- Manage, develop and motivate your team through direct and professional line management, challenging existing practice where necessary and actively seeking ways of achieving better value.

- Ensure employees and line managers receive the 'best in class' service. You will work closely with your team and the wider HR, OD and Engagement function to instil a culture of change, sustainability and fast adoption of innovative ideas.
- Continually monitor performance to ensure that deliverables remain in line with organisational requirements, budget and agreed standards, adjusting and taking corrective action as required.
- Ensure that any commissioned or contracted arrangements provide value for money, meet required outcomes and standards and are compliant with procurement regulations.
- Develop and agree required governance for your team.
- Agree required performance monitoring arrangements are put in place and that performance is reported to all relevant internal and external stakeholders in line with agreed governance requirements, including external reporting against income and grant funding (where applicable).
- Manage the team resources and delivery within agreed budgets.
- Lead on networking and marketing of the recruitment function to stakeholder groups to build and maintain a high reputation.
- Represent the Council at relevant regional and national bodies.
- Provide cover for members of the HR, OD and Engagement Senior Management Team as required to do so. Provide cover / Deputise for the Head of HR when required in relation to recruitment, reward and talent management.
- Putting employees at the heart of everything you do, you will advise, coach, up-skill and lead your relevant function(s) delivering a competent, high performing and motivated team.
- Define key performance indicators – develop metrics and service level agreements for core work and transactions, ensuring the right measures are in place to track and trend individual performance and team delivery against objectives.
- Support with audits and quality reviews to ensure data accuracy at all times, creating a culture and adherence to policy, procedures, SLAs and KPIs.
- You will be responsible for SLA/contract compliance within your area(s) of responsibility. This will include setting of relevant KPIs and reporting to the HR, OD and Engagement leadership team.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected members, HR, OD and Engagement SMT, Chief Officers, Directorate DLT(s) and Senior Management Team, other Directorate Senior Managers, colleagues, directorate staff, other key officers.

External: Trade Unions, WME, LGA, other Local Authorities and other agencies.

Additional Information:

- This post is politically restricted under the terms of the Local Government and Housing Act 1989.
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Sabrina Jackson

Date: August 2021

Date of grading confirmation:

* **WCC is aiming towards a 5 level management organisational structure with level 5 being the Chief Executive.**

PERSON SPECIFICATION

Job Title: Team Manager Recruitment, Reward and Talent Management.

Directorate & Section/Unit: HR OD and Engagement – HR Recruitment

Salary Grade: P04

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial experience in the design, delivery, commissioning and evaluation of recruitment and talent management solutions.
- Substantial experience of developing and running a complex recruitment and talent management team at a senior level.
- Substantial experience in building positive and productive relationships with colleagues, partners and customers to deliver successful outcomes.
- Substantial experience of working at a senior level and managing a team around the full range of recruitment, reward and talent management strategies.
- Significant experience of carrying out annual organisational needs analysis.
- Considerable experience of leading, influencing and interacting with senior and influential stakeholders.
- Considerable experience of leading the implementation, marketing and promotion of services and/or high-profile initiative(s).
- Significant experience of budget management and monitoring.
- Significant experience of leading teams through change.
- Substantial experience of managing performance of individuals, team and service.
- Significant experience of working comfortably within a matrix environment, with multiple reporting lines and governance arrangements.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Expert knowledge of recruitment strategies and practices across the spectrum of Council Services.
- Expert knowledge and understanding of recruitment and compliance legislation and good practice in relation to the Council's service areas along with the ability to assess implications and articulate risk.
- Strategic focus with the ability to design and develop recruitment and talent management HR operational approaches which meet the overriding strategic organisational objectives.
- Effective communication and interpersonal skills to work with a diverse range of people.
- Pragmatic and analytical approach to problem solving.
- Expert knowledge of HR and recruitment systems.
- Expert knowledge of equality and diversity issues and the ability to apply this in practice.
- Proven ability to review strategic approach and set goals and plan, organise and prioritise own workload and that of a team to meet targets and fulfil our strategic aims.
- Ability to maximise resources and manage budgets effectively in a financially disciplined environment.
- Ability to influence and negotiate with Key Stakeholders, both internal and external to the organisation, at a strategic level to implement and promote effective learning and development in support of practice & business objectives.

- Resilient with the ability to adapt to a changing work environment, identify solutions to challenges and adjust positively to any setbacks.
- Ability to effectively manage change for both own team and customers.
- Expert knowledge of the current challenges facing local government in relation to workforce, in particular Worcestershire County Council, combined with financial and commercial awareness.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A post graduate qualification in HR or other disciplines or equivalent compensatory experience.
- Relevant recruitment qualification or equivalent qualification or compensatory experience.
- Evidence of continued professional development.

ADDITIONAL INFORMATION

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