



Coventry City Council

Job Description

Post:	Recruitment Business Lead Adult Social Care Market	Job Number:	A5765
Service:	Adult Social Care	Post Number:	
Location:	Friargate	Grade:	7

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

Support Adult Social Care providers to gain maximum benefit from the recruitment and selection products and services supplied and available

Main Duties and Responsibilities:

- Provide advice guidance and support to Adult Social Care Providers service areas on best practice and innovation in and during the recruitment process, including methods and techniques.
- Promote the Council's Gold, Silver, Bronze recruitment package to Adult Social Care providers facilitating take up and revenue to the Council.
- Provide advice to the Adult Social Care market on the optimal job advertising mix, including job boards, careers pages and social networks.
- Continually be up to date with the current recruitment and selection methods, techniques and systems including candidate attraction.
- Make use of the Council's workforce equalities data and intelligence to support a One Coventry commitment to Diversity & Inclusion.
- Identify sourcing strategies through online channels that are relevant to different roles.
- Champion the organisational and social benefits of greater diversity in the workforce, incorporating the Council's commitment to have a workforce that is representative of the diverse communities it services.
- Work closely with provider's the recruitment teams ensuring that a high-quality candidate experience is delivered throughout the full lifecycle of recruitment.
- Influence decisions at senior levels (including Directors) in Adult Social Care provision in relation to recruitment and selection products and services.
- Manage administrative resources, setting priorities and monitoring and applying standards of performance, identifying training and development needs
- Co-ordinate relationships with and between key service area stakeholders, Recruitment Team and any third parties during recruitment and selection activities
- Attend and contribute to peer groups both internal and external regarding good practice and service improvement
- Ensure that recruitment standards are adhered to and that Adult Social Care Providers remain compliant with relevant legislation throughout the recruitment and selection process, actively promoting equality, diversity and inclusion within the workforce.

- Develop and deliver recruitment workshops to ensure hiring managers are competent and trained in recruitment and selection approaches, relevant legislation, and diversity and inclusion.
- Undertake research, benchmarking and produce reports, analytics and information to measure the performance of recruitment support to the Adult Social Care Market.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Administrative Officer

Responsible to: Resourcing Manager

Date Reviewed: August 2021

Updated:



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Understanding of the strategic context of recruitment and selection within Adult Social Care organisations and how this supports a workforce strategy and equality.
	<ul style="list-style-type: none">• Up to date expert knowledge of the range of approaches to attract and select talent for organisations
	<ul style="list-style-type: none">• Up to date detailed knowledge of the relevant legislation and regulations relating to recruitment and selection
	<ul style="list-style-type: none">• Working knowledge of the importance of employer branding and marketing with regard to recruitment and selection.
	<ul style="list-style-type: none">• Working knowledge of the national, regional and local external factors and issues currently affecting Adult Social Care with regard to recruitment and selection, and attraction and retention of talent in particular.
	<ul style="list-style-type: none">• Current working knowledge of technologies in relation to recruitment and selection and the benefits that they can offer
	<ul style="list-style-type: none">• Working knowledge of business planning and business drivers and how recruitment and selection supports these

Skills and Abilities:	<ul style="list-style-type: none">• Excellent communication skills, both written and verbal
	<ul style="list-style-type: none">• Understand business needs of the adult social care sector and have the ability to apply diversity & inclusion solutions for successful outcomes
	<ul style="list-style-type: none">• Excellent interpersonal, negotiating and influencing skills at strategic and operational levels.
	<ul style="list-style-type: none">• Provide innovative solutions to recruitment issues
	<ul style="list-style-type: none">• Highly developed people management skills in relation to the motivation, leadership, management and development of employees
	<ul style="list-style-type: none">• Conduct research, benchmarking and produce data analysis and reports
	<ul style="list-style-type: none">• High level of attention to detail, accuracy and consistency
	<ul style="list-style-type: none">• High level of organisational skills for self and others
	<ul style="list-style-type: none">• Able to handle sensitive personal data and maintain strict confidentiality
	<ul style="list-style-type: none">• Recognise and suggest changes and improvements to existing policies, processes and practices.



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	<ul style="list-style-type: none"> • Be customer focussed, have a positive approach to problem solving, ownership of issues and seeing them through to resolution.
Experience:	<ul style="list-style-type: none"> • Significant experience of working in a recruitment environment, across multiple organisations • Experience developing and maintaining working relationships with senior stakeholders and hiring managers across diverse markets. • Successfully recruiting to posts that are known to be hard to fill • Providing excellent customer service • Using a range of online systems and Microsoft packages • Managing a team of staff effectively • Analysing and collating complex information and presenting it to a wide range of audiences at all levels in the organisation • Cross-functional team working within an organisation and with partners • Problem identification and resolution • Building and maintaining successful working relationships with staff, partners, colleagues, external organisations and own team members
Educational:	<ul style="list-style-type: none"> • CIPD qualification or significant relevant experience. • Evidence of commitment to continued personal development
Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment

Date Reviewed: August 2021

Updated: