

Job Description and Person Specification

Role: Recruitment and Onboarding Business Partner



Job Description

Job Title	Recruitment and Onboarding Business Partner
Grade	G10
Service	Human Resources – People & Culture
Reports to	Head of People & Culture
Location	Friargate & Remote Working
Job Evaluation Code	A5929



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role

This is a great time to be joining us here at Coventry City Council. Our Human Resources Service is a professional service within the Council which supports the implementation of the Council's One Coventry Plan and leads on the implementation of our People Plan. Our vision is to be a diverse, innovative and inspiring place to work that enables our people to be themselves whilst performing at the highest levels to support the citizens of Coventry. Led by our Director of Human Resources our Human Resources Service includes the following teams:

- People & Culture
- Employee Relations
- People & Business
- Occupational Health, Safety & Wellbeing

To assist us with the delivery and implementation of our People Plan and to support us with our future vision we are looking to appoint an experienced and dedicated Recruitment and Onboarding Business Partner who will lead on the effective delivery and management of a high quality, progressive, equitable and inclusive recruitment and onboarding service.

Main Duties & Key Accountabilities

Core Knowledge

- Lead on the delivery of an efficient and effective solution focused and strategically informed end-to-end Recruitment and Onboarding Service that contributes to the HR services high performance and success levels.
- Lead and line manage a team of Resourcing and Onboarding professionals as part of our new ways of working.
- Challenge the status quo and provide alternative perspectives when and where required.
- Lead the development and delivery of inclusive and innovative recruitment and onboarding activities which attract high quality and diverse candidates to the Council, and which supports the Council's strategic aspirations.
- Develop and maintain effective working relationships with senior leaders, acting as the specialist and technical point of contact and guide for our inclusive recruitment and selection approach ensuring full engagement with recruitment and onboarding activities.
- Lead on the recruitment of senior roles, managing executive processes either directly or through the collaboration of an external search consultancy.
- Build strong relationships with HR colleagues, external partners and organisations promoting a strong commitment to inclusivity

- Ensure the team has a good understanding of client needs when dealing with general enquiries and providing generalist advice, e.g. on policy and procedures, recruitment advertising, onboarding & compliance, putting in place appropriate development support and coaching to maximise their potential.
- Regularly engage with clients, including community based organisations, actively seeking their feedback and using it to shape and plan services.
- Ensure that the team provide managers with high quality recruitment and onboarding advice and solutions including devising and developing attraction strategies and actively seeking feedback and acting upon this to deliver continuous improvement.
- Overall responsibility for the management of the Resourcing Applicant Tracking System (Tribepad) ensuring that data held is accurate and up to date.
- To manage the operational and administration requests of all external supplier contracts including the Master Vendor Supplier and the ATS System Supplier
- Responsible for managing the Agency budget and spend.
- Take the overall lead to support the strategic review and design of the team to deliver fit for purpose structures within time and budgetary constraints.
- Commission and use relevant management information to provide insight and intelligence to senior managers, service areas, Boards and other HR colleagues, ensuring the Recruitment and Onboarding Team take a proactive approach to identify and resolve people issues at an early stage.
- Maintain oversight of all recruitment and onboarding policies and practices ensuring they are fit for purpose, legally compliant and deliver a meaningful high quality experience for all involved.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Stakeholders, Partners, West Midlands Employers, Agency Vendor and other Local Authorities in the Region Recruitment advertisers such as Google, Indeed, LinkedIn and recruitment agencies	Internal Director of Human Resources, Directors, Head of People & Culture, Recruitment and Onboarding Team, People & Culture Team, Employee Relations Lead, HRBPs, Heads of Service, Recruiting Managers' and the wider HR Service and Council.
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: - Please note that the recruitment & compliance team is in the process of being restructured so the post titles will change.

Resourcing & Recruitment Leads x 2

Resourcing & Compliance Lead x 1

Resourcing & Recruitment Advisors x 4

Resourcing & Compliance Team Leader x 1

Resourcing & Compliance Assistants x 8

Recruitment Administrator x 1

Person specification

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Knowledge	
Excellent working knowledge of current Employment Law and the Equality Act 2010 in relation to recruitment and onboarding best practice in order to provide specialist technical advice to team members, HR colleagues and internal and external stakeholders.	
Expert knowledge of the range of best practice and innovative approaches to attract and select diverse talent for the organisation that engage audiences and ensure quality applications are received.	
Knowledge of managing Agency Vendor contracts and spend	
Knowledge of social media and online job boards and their application to support the implementation of an effective recruitment strategy.	
Working knowledge of Applicant Tracking Systems (ATS)	
Expert knowledge of the importance of employer branding and marketing with regard to recruitment and selection	
An understanding of pre-employment checks and onboarding requirements	
Skills and Abilities	
Well-developed technical and analytical skills to be able to assess and understand recruitment issues in order that they are resolved in a pragmatic and timely manner.	
Ability to lead on cross organisational recruitment and onboarding projects and initiatives in order to improve retention strategies across the Council.	
Ability to design, produce and deliver high quality training packages related to inclusive recruitment practice.	
IT literate with the ability to use electronic resourcing solutions and spreadsheets/databases in order to produce reports and statistics.	
Excellent communication skills both written and verbal and the ability to deliver presentations of a high standard to senior leaders and Cabinet Members.	
Proactive self-starter and problem solver, taking accountability and ownership of issues and seeing them through to resolution.	
Ability to work as a senior member of the People & Culture Senior Team providing a high level service across the Council.	
Ability to develop policies and procedures in relation to recruitment and retention.	
Experience	

Substantial experience of working in a recruitment role (excluding sales) in a large complex organisation with high volumes of recruitment activity.
Experience of developing and implementing attraction strategies and policies that are non-discriminatory to encourage a diverse range of applicants.
Significant experience of managing a recruitment and resourcing service that is customer and solution focussed.
Experience of leading a team including managing performance, setting standards and identifying priorities.
Demonstrable experience of presenting to a wide range of audiences at all levels in the organisation including senior leaders.
Collating metrics, analysing data and reports and using the insights gained to drive continuous improvement.
Experience of managing budgets
Qualifications
CIPD qualified (or prepared to gain the qualification within 18 months if appointed), or degree or master's degree in human resources or other relevant qualification at the same level.
Evidence of continuous personal development
Special Requirements

Date Created	10 th January 2023	Date Reviewed	29th April 2024
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