Coventry City Council

Job Description and Person Specification

Recruitment & Onboarding Business Partner

Job Details	
Grade	GRD10
Service	People & Culture Team within the People Services Function
Location	City Wide
Job Evaluation Code	A5929

About Coventry City Council

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:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

As a Recruitment & Onboarding Business Partner, you will lead the Council's strategic recruitment and onboarding agenda and workforce planning agenda, working with senior leaders and hiring managers to develop workforce solutions that support organisational capability, workforce planning and succession planning requirements. You will ensure recruitment and onboarding practices are inclusive, data-led and aligned to the Council's long-term workforce objectives.

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Main Duties & Key Accountabilities
Delivering an efficient end-to-end Recruitment and Onboarding Service that contributes to the overall aims of the Council.
Lead and develop a team of Recruitment professionals through a coaching-based leadership approach, building capability, accountability and continuous improvement, whilst ensuring the attraction of diverse talent.
Lead workforce planning activity across services, advises senior leaders on workforce risks and future requirements to shape organisational approaches to workforce planning.
Maintain strategic oversight and the upkeeping of all recruitment policies and practices including RTW/Sponsorship and DBS ensuring they are fit for purpose and legally compliant.
Develop and maintain effective working relationships with senior leaders and acting as the specialist point of contact.
Lead on the recruitment of senior roles, managing executive processes either directly or through the collaboration of an external search consultancy
Building collaborative relationships with HR colleagues, external partners and organisations to promote a commitment to inclusivity
Partner with senior leaders to identify workforce risks, recruitment challenges and organisational barriers to attraction and retention, developing practical workforce solutions.
Work with service leaders to shape workforce planning activity, identifying future workforce requirements, recruitment risks and attraction challenges to support long-term service delivery.
Work collaboratively with People Partners and service leaders, to identify succession risks and develop talent pipelines for critical, specialist and hard-to-fill roles.
Use coaching and influencing skills to enhance manager capability in recruitment, workforce planning, succession planning and onboarding, promoting accountability and continuous improvement.
Analyse workforce, recruitment and labour market data to identify trends, forecast future workforce requirements and provide strategic workforce recommendations to senior leaders.
Lead and influence organisational development initiatives through recruitment, onboarding and talent attraction strategies that strengthen organisational culture, workforce capability and employee experience.

Champion a coaching approach across recruitment and workforce planning activities, building management capability and supporting a culture of accountability, development and continuous improvement.

Key Relationships	
External:	Stakeholders, Partners, West Midlands Employers, Local Authorities, Recruitment and Resourcing advertisers such as Google, Indeed, Glassdoor and JobsGoPublic LinkedIn and Recruitment Agencies TribePad
Internal:	Chief Executive Members People & Culture Team and People Services Directors All Service Areas Employees Employee Relations Team Job Shop

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.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Recruitment & Onboarding Leads x 3
Recruitment & Onboarding Officers x 3
Recruitment & Onboarding Co-ordinators x 9
Recruitment & Onboarding Administrator x 1

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Person Specification

Requirements	
Knowledge	Up to date and proven knowledge of current Employment Law and Equalities Legislation.
	Can bring and demonstrate a range of best practice and innovative approaches to attract and select diverse talent.
	Knowledge of recruitment technology, digital attraction methods and labour market intelligence to support workforce planning and talent acquisition.
	Demonstrable knowledge of workforce planning methodologies, succession planning approaches and talent pipeline development.
	Knowledge of organisational development principles and their application to workforce planning.
Skills And Ability	Able to design, produce and deliver high-quality training packages related to inclusive recruitment practice.
	Able to analyse workforce, recruitment and labour market data to generate strategic insight, influence decision-making and inform workforce planning.
	Able to communicate clearly and ability to deliver presentations of a high standard to senior leaders and Cabinet Members.
Experience	Experience of leading recruitment functions and teams, delivering strategic workforce solutions in complex, high-volume environments.
	Experience of partnering with senior leaders to develop workforce planning, attraction and

	succession solutions in response to organisational workforce challenges.
	Experience of presenting to a wide range of audiences at all levels in the organisation including senior leaders.
	Experience of collating metrices, analysing data and reports and using the insights gained to drive continuous improvement.
Qualification	Have CIPD level 7 or equivalent leadership qualification at level 7