

Job Description and Person Specification

Role: Recruitment and Resourcing Business Partner



Job Description

Job Title	Recruitment and Resourcing 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 Chief People Officer 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 now want to appoint an experienced and dedicated Recruitment and Resourcing Business Partner who will lead on the effective delivery and management of a high quality, progressive, equitable and inclusive recruitment and resourcing service.

Main Duties & Key Accountabilities

Core Knowledge

- Deliver an efficient, solution focused and strategically informed end-to-end Recruitment and Resourcing Service that contributes to the HR services high performance and success levels.
- Lead and line manage a team of Resourcing and Compliance professionals.
- Challenge the status quo when and where required.
- Lead the development and delivery of inclusive and innovative recruitment and resourcing 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 point of contact and guide for our inclusive recruitment and selection approach ensuring full engagement with recruitment and compliance 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, compliance, putting in place appropriate development support and coaching to maximise their potential.
- Regularly engage with clients, actively seeking their feedback and using it to shape and plan services.
- Ensure that the team provide managers with high quality recruitment and resourcing 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.
- Manage a Recruitment & Resourcing budget.
- 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 and other HR colleagues, ensuring the Recruitment and Resourcing Team take a proactive approach to identify and resolve people issues at an early stage.
- Maintain oversight of all recruitment and resourcing 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, other Local Authorities in the Region Recruitment and Resourcing advertisers such as Google, Indeed, LinkedIn and recruitment agencies	Internal Chief People Officer, Directors, Head of People & Culture, Recruitment and Compliance Team, People & Culture Team, Employee Relations Lead, HRBPs, Head of People & Business, Heads of Service, Recruiting Managers' and the wider HR Service.
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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:

Resourcing Leads x 2
Resourcing & Compliance Lead x 1
Resourcing Advisors x 3
Resourcing & Compliance Team Leader x 1
Resourcing Assistants x 8
Resourcing 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 resourcing best practice in order to provide specialist 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 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 compliance 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 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 to encourage a diverse range of applicants.
Significant experience of managing a recruitment and resourcing service that is customer and solution focussed.
Experience of developing and delivering services, systems and processes that are non-discriminatory, customer focussed and achieve defined organisational and service outcomes.
Experience of working with recruiting managers to understand their recruitment needs and to shape creative and adaptable recruitment approaches.
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 (MCIPD), or Degree or Masters' Degree in Human Resources
Evidence of continuous personal development
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	10 th January 2023	Date Reviewed	10 th January 2023
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