

Job Description and Person Specification

Recruitment and Onboarding Lead

Job Details	
Grade	8
Service	People Services
Location	One Friargate
Job Evaluation Code	A6082

Coventry City Council Values
<p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <p>ONE COVENTRY NURTURE AND DEVELOP BE ACCOUNTABLE VALUE AND RESPECT</p>

Job Purpose

This is a great time to join the HR team at Coventry City Council. Our HR service supports the execution 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 People Services.

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 want to appoint an experienced and dedicated Recruitment and Onboarding Lead who will:

- Lead all end-to-end recruitment and onboarding activity for the designated service areas, to ensure an efficient, effective, and compliant recruitment service which embeds the Council's commitment to diversity, equity, and inclusion at every stage, enhancing the candidate experience.
- Liaise with community organisations and external partners to ensure that they are fully engaged with the Council's recruitment processes.
- Assist strategy definition and identify and implement efficiencies and continuous improvement to working practices.
- Lead and support the Recruitment and Onboarding team in to carry out responsibilities related to organisational policies and procedures.
- Ensure that the Council's One Coventry Values are upheld and promoted throughout the recruitment process, specifically considering Diversity and Inclusion practices.

Main Duties & Key Accountabilities

Core Knowledge

- Manage all aspects of the end-to-end recruitment and onboarding process, setting priorities and monitoring and applying standards of performance as defined in all aspects of current policy.
- Lead on the development and implementation of the function's operational plan.

Main Duties & Key Accountabilities

Maintain knowledge of current recruitment and onboarding legislation, in particular Right to Work, Disclosure and Barring Service and Sponsorship requirements and develop policies to ensure procedures are legal, appropriate, relevant, and are One Coventry Values led.

- Build and maintain strong relationships with key stakeholders and be a role model, to ensure service excellence is provided in an effective, timely manner, enabling managers to be self-sufficient and take ownership of their recruitment needs.
- To lead and empower the team to work autonomously and enhance high performance whilst complying with HR processes such as appraisals, enabling attendance and disciplinary and grievance.
- To provide a recruitment and onboarding advisory service to the organisation, sharing best practice to enhance manager knowledge and confidence throughout process.
- Champion the organisational and social benefits of greater diversity in the workforce, incorporating the Council's commitment to becoming a workforce that is representative of the community it serves.
- Manage learning and development content and delivery, policies, intranet guides, internal communication, reporting, and team succession planning for the Recruitment and Onboarding function.
- To manage the operational and administration requirements of all external supplier contracts including the Master Vendor supplier and Applicant Tracking System supplier for the designated service areas.
- To lead and deliver ad-hoc project work and manage Freedom of Information requests as required.
- Provide recruitment workforce data and analytics on a quarterly basis and/or as required for service areas.
- Deputise for the Recruitment and Onboarding Business Partner when required.
- Any other tasks or responsibilities as requested and commensurate with the salary grade

Key Relationships			
External:	<p>Candidates</p> <p>Community Organisations</p> <p>The Job Shop</p> <p>Agency Master Vendor</p> <p>Heads and Business Managers of maintained schools</p> <p>Account Manager at TribePad</p>	Internal:	<p>Director of Human Resources</p> <p>Head of People & Culture</p> <p>Managers from designated service areas</p> <p>Recruitment and Onboarding Business Partner</p> <p>Head of Employee Relations</p> <p>HRBPs and Employee Relations colleagues</p> <p>Recruitment & Onboarding Leads, Advisors and Administrators</p> <p>People and Culture Team</p> <p>Communications team</p>

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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

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.

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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:

Direct reports:

1 x Recruitment & Onboarding Advisor

Indirect reports:

3 x Recruitment & Onboarding Administrators

Person Specification

Knowledge	<ul style="list-style-type: none"> • Current recruitment and onboarding legislation, organisational values, and best practice approaches • Understanding of the technical and legal requirements with regards to recruitment and onboarding • Extensive operational and technical knowledge of recruitment and onboarding policy and practices • Some strategic knowledge of recruitment and onboarding practices, including how the application of diversity & inclusion strategies can enhance recruitment strategies. • Extensive knowledge of applicant tracking systems, Microsoft packages and how they enhance recruitment and selection process
Skills and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal, communication, negotiation and influencing skills at strategic and operational level. • The ability to be able to produce written reports for service areas and the Recruitment and Onboarding Business Partner, Head of People and • Culture and the Director of Human Resources as and when required • The ability to design and deliver recruitment and selection bite-sized training to internal recruiting managers and colleagues. • Strategic curiosity with the desire to innovate, to identify and analyse issues, and implement solutions that improve process • Highly developed people management skills to motivate, coach and develop employees throughout the employee life cycle • Effective project management skills including planning, keeping a project on track and successful delivery to agreed deadlines • The ability to be able to lead and manage a team of recruitment and onboarding professionals
Experience	<ul style="list-style-type: none"> • Extensive experience in managing recruitment and onboarding in a large and complex organisation which has diversity and inclusion at its heart. • Extensive experience of building and maintaining relationships with internal and external stakeholders at all levels • Experience in collation and analysis of recruitment and onboarding data and delivery to high-level stakeholders • Experience in identifying and implementing process improvements

Special Requirements	<ul style="list-style-type: none"> CIPD Level 5 Associate Diploma in People Management or working towards with a successful completion date within 18 months of enrolment.
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Declaration			
Reviewed/Created By:	Jason Gracey		
Job Title:	Recruitment & Onboarding Business Partner	Date:	February 2025