



Coventry City Council

Job Description

Job Title:	Recruitment and Retention Lead – Adult Social Care	Job Number:	S8051S
Services:	Adult Social Care	Grade:	G7
Location	One Friargate		

Job Purpose:

As part of our response to the Coronavirus epidemic the post holder will support and co-ordinate multi-agency work in preventing risk of Covid19 infections across care homes and other accommodation settings that house vulnerable people by the recruitment and retention of a permanent workforce.

Working in partnership with Adult Social Care management and external care providers and using best practice and innovation in the areas of recruitment and retention, provide an effective service for recruitment of Support and Care staff and other hard to reach posts within Adult Social Care that will reduce the loss of permanent employees and increase the number of permanent staff in the workforce, to support infection control and reduce the rate of COVID-19 transmission in and between care homes and support wider workforce resilience.

Main Duties and Responsibilities:

- Work in partnership with our external care providers to support the recruitment of a permanent workforce and support wider resilience for their homes.
- Promotion and business development of Coventry City Council Recruitment Team's commercial offering for external care providers to support the providers will full recruitment, advertising, attraction and selection.
- Lead on the recruitment of Social Care workers and other posts within Adult Social Care that are hard to reach.
- Develop effective strategies for the retention of existing Adult Social Care staff and recruitment of new ones for Coventry City Council and our external Adult Social Care providers.
- Design and implement effective retention initiatives to prevent the loss of good quality Social Care staff and other hard to reach posts in Adult Social Care
- Ensure that recruitment and retention strategies and initiatives incorporate the Council's commitment to have a workforce that is representative of the diverse communities it serves.



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- Further develop relationships working alongside our care providers, with organisations to promote roles and attract candidates across Social Care.
- Design and deliver attraction and selection solutions using a range of resourcing techniques, campaigns and technologies.
- Develop high quality value for money social media initiatives that help build audience, promote brand and drive engagement, as well as paid social campaigns when needed.
- Undertake candidate search activities, for individual roles and specific recruitment campaigns, and to create talent pipelines.
- Expedite the recruitment process at every stage.
- Support regional projects and initiatives as a project team or Board member. This will include attending meetings at locations throughout the region and nationally as required.
- Support on workforce planning initiatives for Adult Social Care and external providers.
- Guide and coach managers and team leads during recruitment and retention processes.
- Ensure that authorisation to recruit is obtained and an audit trail is maintained.
- Manage candidate and hiring manager expectations during the recruitment and selection process
- Liaise with advertising agencies or direct suppliers, including briefing of new instructions and vacancies, ensuring value for money and co-ordinating these through to successful conclusion.
- Attend branding and attraction exercises such as open days and job fairs.
- Support the design and delivery of recruitment workshops and training.
- Lead agency recruitment when needed, and develop working relationships with agencies.
- Monitor and co-ordinate the effective use of agency workers across Adult Social Care and external providers taking action to reduce numbers wherever possible
- Ensuring the Council remains compliant with relevant legislation throughout the recruitment process, actively promoting equal opportunities and diversity within the workforce.
- Carry out evaluations of current recruitment practices and processes, recommending improvements and following these through to successful implementation.
- Produce and present Management Information and reports on recruitment and retention activities and outcomes.
- Liaise with other external organisations and peer groups regarding good practice and service improvement in the areas of recruitment and retention

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 Equality, Diversity and Inclusion Policy.

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

Responsible for:	None	Responsible to:	Service Manager – Adult Commissioning and day-to-day reporting to the Recruitment Business Partner
Date Reviewed:	October 2020	Updated:	October 2020



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Person Specification

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Services:	Adult Social Care	Grade:	7
Location:	One Friargate		

Area	Description
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Knowledge:	Up-to-date expert knowledge of best practice and innovation relating to the recruitment and retention of employees.
	Knowledge of working across the health and/or social care sector, knowledge of infection control (or proven ability to gain this knowledge rapidly) in relation to staffing and workforce.
	Up-to-date expert knowledge of the relevant legislation relating to recruitment and retention
	Working knowledge of the national, regional and local issues currently affecting Local Government and Adult Social Care departments in particular with regard to workforce recruitment and retention
	Working knowledge of marketing tools and social media including search engine optimisation, LinkedIn Recruiter and/or YouTube for a business or organisation to support campaigns that engage audience members
	The importance of employer branding and marketing with regard to recruitment and retention

Skills and Abilities:	Commercially focused with good negotiating, business development and influencing skills for working sensitively with businesses and partners.
	Ability to interpret strategic direction, develop strategies and translate plans into practical actions and detailed implementation.
	Build and maintain relationships with employees at all levels in Adult Social Care, our external care providers and partners.
	Deliver effective presentations, inductions and training events, and facilitate focus groups and workshops
	Plan and prioritise own workload effectively, balancing competing and conflicting demands
	Excellent interpersonal, negotiating and influencing skills to work with employees at all levels in Adult Social Care
	Select the correct innovative and best practice solutions to attract candidates, fill vacancies and increase workforce permanence across Adult Social Care & our external providers.



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	Understand data, write and run basic management information reports
	Attention to detail in written and electronic communication and information storage.
	Work autonomously and make relevant decisions
	Work as a member of a matrix-managed team across Adult Social Care and corporate Resourcing
	Recognise and suggest changes and improvements to existing processes and practices

Experience:	Relevant experience of working in a recruitment agency or in-house recruitment environment, HR and or OD environment within a large and complex organisation.
	Proven work experience as a Healthcare / Adult Social Care recruiter or similar recruitment focused role in this sector.
	Workforce planning
	Working with external providers of recruitment and/or retention services
	Using online business systems and Microsoft packages
	Collating metrics, analysing data and reports
	Designing and delivering briefing and training sessions to groups of people
	Setting and managing expectations with customers and colleagues
	Acting as a positive change agent, proactively working in partnership with employees, managers and senior managers to develop the workforce.
	Working with peers and partners to develop/improve services
	Representing a business or organisation at external events such as job fairs, open days, recruitment events, etc.

Education	CPP or qualification at an equivalent level or relevant experience

Special Requirements:	
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Date Reviewed:	October 2020	Updated:	October 2020
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