

## **Human Resources**

### **Recruitment Manager**

### **Job Description and Person Specification**

**February 2021**

## **Job Description**

<b>Post:</b>	Recruitment Manager
<b>Grade:</b>	
<b>Directorate:</b>	Strategy
<b>Service:</b>	Human Resources
<b>Direct reports:</b>	Recruitment Officers & Recruitment Administrator

---

As the Council's lead and expert on recruitment, you will work closely with Director's, senior managers, managers and other key stakeholders to build organisational capability to attract high-quality and diverse talent. You will lead the development of a creative and innovative Employer Brand for the Council, a Social Media and Advertising strategy and ensure a robust and efficient approach to our recruitment.

You will lead the team and ensure they are nurtured, developed and motivated to be the very best they can be in line with our Values. In addition to our Council's values we use the principles of common sense and compassion in HR to ensure we are always doing the very best for our employees.

### **Main duties and responsibilities**

- Leadership of the team to ensure they are developed, motivated and inspired to be their very best
- Lead on all aspects of recruitment activity including e-recruitment, social media marketing and advertising
- Design and build a recruitment microsite
- Building strong and collaborative relationships with Directors, senior managers, Trade Unions, Staff Networks and employees to continually develop the Recruitment offer
- Within the recruitment space lead the delivery of the Council's approach to developing a culture that embraces inclusion and equality, working closely with staff networks to develop our Equality and Diversity agenda
- Lead the development and delivery of the Council's Employee Value Proposition and Employer Brand to ensure we attract high quality and diverse talent
- Use innovation and expertise to continuously develop and improve the council wide recruitment service
- Develop a Council wide Social Media strategy to enable the Council to attract high quality and diverse talent

- Through the social media strategy, vastly increase LBR's presence on all social media platforms by promoting LBR's successes highlighting why LBR is an Employer of Choice
- Build a strong social media presence on LinkedIn using the specialist Recruiter Licence
- Develop a Council wide Advertising Strategy to ensure we attract high quality and diverse talent
- Lead on the development of talent acquisition initiatives to deliver a dynamic employer brand, an improved candidate experience and attract of the best talent on the market
- 
- Lead the review of our Recruitment software, research the market, suggest the best option for Councils needs and lead the implementation
- Working with the Council's Management Team and Executive Search agencies to source and recruit Corporate Directors and Operational Directors
- Design and deliver training, along with your team so all managers are highly skilled in attracting and recruiting high quality and diverse talent
- Work closely with the Apprenticeship Manager to highlight areas of hard to fill posts that would benefit from Apprenticeship/Apprentices and develop relationship in further and higher education to attract high quality and diverse talent
- Develop a programme of Career events and job fairs for Redbridge to participate in and be the ambassador for the Council
- Ensure that Recruitment processes are robust, efficient and maximise the experience for both managers and candidates
- Implement monitoring systems to ensure we can report on "time to hire" and equality, diversity and inclusion, analysing the data to drive improvements
- Hold full responsibility for providing professional advice to managers making key recruitment decisions for every department in the organisation
- Ability to manage complex service delivery within a challenging and political environment
- Practice continuous professional development and external networking, bringing new and innovative ideas into the team and across the Council
- Work collaboratively across HR looking for opportunities of cross team working and learning
- Effective budget management for the Recruitment Team
- Hold full, organisation wide responsibility for ensuring every single new employee to LBR has the correct right to work in the UK
- Ensure that duties are undertaken with due regard and compliance with the General Data Protection Regulations and other legislation ensuring the integrity and security of confidential information.

- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and related legislation.

## **PERSON SPECIFICATION**

- Substantial experience working at a senior level in Recruitment in a large and complex organisation
- Proven experience of driving an innovative and inclusive Recruitment function including developing Employer Brand and Social Media strategies
- Proven experience of working with and developing Recruitment software to maximise the candidate and management experience
- An inclusive, engaging, and highly values-based leadership style with an emphasis on building high performing teams
- Substantial experience of developing high quality, trusting relationships with a range of senior people
- Understanding of the Equalities, Diversity and Inclusion agenda and able to turn this into positive delivery and outcomes
- Evidence of continuous professional development and developing strong networks to bring innovative and creative ideas to benefit the Council
- Strong analytical and problem-solving skills – including the ability to be able to draw clear recommendations from complex information.
- Highly organised, able to prioritise and handle change, and to lead a team to work calmly and effectively under pressure and to meet deadlines
- Compliance experience and knowledge of relevant UKVI legislation and regulations; right to work procedures and DBS obligations
- Models the Councils values of Collaboration, Honesty, Excellence and Fairness