**ROLE DESCRIPTION**

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| **Job Title** | Recruitment & Talent Partner |
| **Salary Band** | £34,145 to £40,356 |
| **Reporting to** | Recruitment and Talent Lead |
| **Directorate** | Corporate Development & Delivery |
| **Service Area and sub area** | Corporate Development – Human Resources |
| **Team** | Strategic HR – Recruitment & Talent |
| **Political Restriction** | No |

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| **1. Primary Purpose of the Post** |
| To support the delivery of a comprehensive, efficient end-to-end recruitment and talent function at Liverpool City Region Combined Authority, contributing to the delivery of the People Strategy  Support the development of routine reporting and key performance indicators to ensure high quality of service is maintained and that all recruitment actions complies with employment legislation and best practice.  To support the implementation of new systems, processes and procedures to improve the Resourcing Function and provide innovative, cost effective and timely solutions to recruiting managers.  To support the delivery of Equality Diversity and Inclusion Strategy to improve the diversity of our workforce.  . |
| **2. Your responsibilities** |
| * Work with recruiting managers and Strategic Business Partners to understand key resource requirements to support the development of resourcing strategies that meet both current and future organisation needs. Including apprenticeships, work placements and secondments. * Support the Equality Diversity and Inclusion strategy to improve the diversity of our workforce and help attract applications from under-represented communities. * Ensure that the Recruitment and Talent Hub SharePoint pages are updated with processes and procedures and provide ongoing advice and guidance to managers. * Manage LCRCA Graduate programme of activities, recruiting, on-boarding identifying placements and working with graduates during each placement providing support and guidance as required. * Produce reports on recruitment activity with measurable targets and outcomes which will enable LCRCA to review performance. * Working with the recruitment team, implement recruitment plans, campaigns and activity within agreed deadlines ensuring that recruiting managers are properly consulted and informed. * Support continuous improvement to consider candidate onboarding experience by gathering and acting on feedback from both managers and candidates. * Support the development of relevant policies, processes and procedures, ensuring compliance with employment law and best practices. * Monitor the use of temporary workers to ensure effective deployment and minimise costs. * Identify and pursue opportunities to raise profile of our employment brand (e.g. social media, liaising with external organisations and attendance at career events, open days, career fairs) * Participate and support on recruitment and people related projects |
| **3. General Corporate Responsibilities** |
| • Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.   * Promote understanding of and adherence to the Combined Authority’s core values by modelling appropriate behaviours and encouraging others to do likewise. * Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally. * Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful. * Support the scrutiny process established by the LCRCA. * Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish. * Promote strong, direct and effective communication and involvement with all stakeholders. * To share and communicate a clear understanding of the LCRCA equality, diversity and inclusion priorities internally and externally. * To adhere to LCRCA policy and procedure guidelines in all areas including Health and Safety * To carry out such other duties as may be directed, commensurate with the grading of the post. |
| **5. Recruitment Plan** |
| Competency Based Interview  Assessment |
| **Key words:**  Terms candidates may search to find this job online  ‘Recruitment & Talent’ ‘Resourcing’ ‘Resourcing Partner’ ‘Recruitment Partner’ |

**PERSON SPECIFICATION**

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| **Service Area:** Corporate Development – HR |  |
| **Job Title**: Recruitment & TalentPartner |  |
| **Grade:** £34,145 to £40,356 |  |

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| **Criteria** | | |
| **Qualifications and Training** | **E = Essential**  **D = Desirable** | **Identified By** |
| Relevant professional training, or proven experience within a similar role. | **E** | **Application** |

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| **Experience and knowledge** | **E = Essential**  **D = Desirable** | **Identified By** |
| Previous experience as a Recruitment Partner or leading on delivery of a full in-house recruitment service | **E** | **Application &**  **Interview** |
| Experience of identifying and creating new methods of recruitment and sourcing candidates to promote the organisation as an employer of choice | **E** | **Application &**  **Interview** |
| Manage high volume recruitment campaigns to attract the right candidates | **E** | **Application &**  **Interview** |
| Experience of developing and implementing recruitment processes and procedures to promote best practice | **E** | **Application &**  **Interview** |
| Experience of developing effective working relationships with all managers/Heads of Service to understand recruitment needs to meet organisation requirements | **E** | **Application &**  **Interview** |
| Up to date knowledge of employment law and best recruitment practice | **E** | **Application &**  **Interview** |
| Experience of contemporary IT skills, including standard Microsoft Office Programs and SharePoint | **E** | **Application &**  **Interview** |
| Experience of implementing and maintaining Applicant Tracking System and/or HR Systems | **E** | **Application &**  **Interview** |
| Experience of providing training and guidance to recruiting managers on best practice and relevant processes and procedures | **E** | **Application &**  **Interview** |

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| **Skills and abilities** | **E = Essential**  **D = Desirable** | **Identified By** |
| Ability to communicate effectively with a high standard of written and verbal communication skills. | **E** | **Interview** |
| Ability to be able to manage a busy workload and achieve objectives. | **E** | **Application &**  **Interview** |
| Ability to strive for success and develop team members and embed a positive supporting culture | **E** | **Interview** |
| Ability to establish professional credibility quickly with colleagues and to interact and influence effectively with staff at all levels across the organisation. | **E** | **Interview** |

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| **Personal Attributes** | **E = Essential**  **D = Desirable** | **Identified By** |
| Demonstrate evidence of continuous improvement both in terms of service provided and professional development. | **E** | **Application** |
| Demonstrable delivery of exceptional standards of customer service | **E** | **Interview** |
| A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration into recruitment processes and procedures | **E** | **Interview** |

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| **Core Behavioural Competencies** | **E = Essential**  **D = Desirable** | **Identified By** |
| A commitment to the LCR and an understanding of its stakeholders  An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion  Experience of/ability to contribute/ing to a high-performance culture  Embed LCRCAs behaviours of LCRCA first, Action Focused & Respect. | **E**  **E**  **E**  **E** | **Interview**  **Interview**  **Interview**  **Interview** |

**Key to Assessment Methods:**

**\****Please specify for each criterion, column to be removed for external posting.*

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| KO – Knockout question | A - Application | P – Presentation | T - Test |
| FQ – Filter Question | I – Interview | E – Exercise | AC – Assessment |