

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Children’s Service Resourcing Officer |
| HBC Grade: | 6 |
| Service: | Children & Families Services  |
| Division: | Safeguarding Unit |

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| **Main Purpose of the Role** |
| To facilitate the delivery of effective and efficient resourcing across social work teams.To work with colleagues in the Efficiency, Resourcing and Recruitment service to carry out transactional activity associated with recruitment and resourcing.To provide Children Services Management with the necessary information to make effective recruitment and resourcing decisions.  |

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| **Key Duties**  |
| **1** | To be the point of contact within Children’s Services for resourcing issues providing business focused advice and guidance on the most appropriate resourcing option(s) and processes to meet service needs.  |
| **2** | Act as an internal adviser on the operation of the third-party Agency Worker acquisition system, ensuring services are able to access agency workers in line with agreed procedure where these are deemed to be the most appropriate resourcing option. |
| **3** | On behalf of service managers, ensure timely delegated requests for Agency Worker placements, through Council and third-party systems in accordance with Council procedures and local pay rate agreements. |
| **4**  | To monitor Agency Worker placements; ensuring timely delegated approval of timesheets and extensions to placements where appropriate.  |
| **5** | To be responsible for monitoring the Children’s Services structure(s). With delegated responsibility, ensure that changes are requested, with clear business cases, for approval via the HR portals (Amendment to Establishment / Leaver / Request to Advertise).  |
| **6** | To provide recruitment advice to Children’s service management in accordance with Council policies and procedures, employment legislation, and HR established best practice.  |
| **7** | Facilitate the end-to-end recruitment processes from identification of need to determination of contract / placement start dates; carrying out transactional activity on behalf of the service which will enable managers to make effective appointments**.**  |
| **8** | To complete relevant recruitment documentation (JD/PS review, complete Recruitment & Selection Planning Forms, Draft Adverts and Interview Questions, NOCO etc.) subject to relevant management approvals.  |
| **9** | To make preparations on behalf of the hiring manager for recruitment campaigns. |
| **10** | To be the point of contact for the Efficiency, Resourcing and Recruitment Team in resolving queries or outstanding information related to pre-employment conditions through regular engagement with candidates.  |
| **11** | To make all necessary arrangements for New Starters (both employees / Agency Workers) to ensure a smooth and positive on-boarding experience.  |
| **12** | To prepare probationary documentation for service managers and maintain diary management of the key meetings (Induction/First Probationary Meeting, Secondary Probationary Meeting) |
| **13** | To provide administrative support to resourcing initiatives and change management projects affecting Children’s Services. |
| **14** | To work with the Efficiency, Resourcing and Recruitment Service to explore labour market conditions/demands and solutions to resolve/minimise the impact of these.  |
| **15** | To work with the Children and Families Service to coordinate professional progression for social workers, including those ASYEs (Assessed and Support Year in Employment |
| **16** | To work with social work managers to improve Social Worker retention.  |
| **17** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| Recognised Chartered Institute of Personnel and Development Qualification, or equivalent evidence of appropriate level of skills, HR knowledge and ability. |  | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Work in a Human Resources service environment which is part of a large multi-functional organisation. | Knowledge of recruitment and resourcing processes in a multi-function organisation. | Team focused with the ability to work collaboratively with colleagues and managers to deliver team objectives. | Application / Interview /Assessment |
| Work of an advanced technical administrative nature in an office environment, dealing with members of the public, managers, employees, external agencies and third party suppliers.  | Up to date working knowledge of employment legislation, applicable to resourcing and recruitment.  | Ability to carry out work in a logical sequence and operate a variety of systems and processes consecutively. | Application / Interview /Assessment |
| Experience of the acquisition of Agency Workers for short-term resourcing needs. | Knowledge of Agency Worker legislation. | Able to demonstrate initiative and to work independently. | Application / Interview /Assessment |
| Experience of analysing, monitoring and evaluating resourcing data | Knowledge of key features of job advertisements, job descriptions and person specifications | Organising workload, managing own time, prioritising conflicting tasks and working to tight deadlines. | Application / Interview /Assessment |
|  | Knowledge of local labour markets and conditions, and impact on recruitment/temporary worker supply chains | Established interpersonal and communication skills (both verbal and written), to provide effective advice and guidance. | Application / Interview /Assessment |
|  | Knowledge of effective deployment of a contingent workforce (agency / casual workers) | Numerate and literate with ability to draft effective data reports, written reports, and presentations. | Application / Interview /Assessment |
|  |  | ICT skills, particularly accurate data input, manipulation and retrieval of data. | Application / Interview /Assessment |
| **DESIRABLE** |  Experience of making evidence based decisions / recommendations | Basic knowledge of employment legislation relating to organisational change. | Able to use Microsoft Office and web-based systems to draft, process, publish and present information and data in electronic format. | Application / Interview /Assessment |
| Working with electronic document management systems (paperless office environment) | Knowledge of the role of Children’s Services in Local Government | Customer focused service delivery | Application / Interview /Assessment |
| Experience of reviewing and assessing Job Descriptions and Person Specifications |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
|  |  | Interview / Assessment / Documentation  |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.