

Post Specification

Date	September 2023
Post Group Number	7994
Post Title	Recruitment and Retention Partner
Job Family	Organisational Support
Job Family Role Profile	OS11
Final Grade	Grade 11

To be read in conjunction with the job family role profile

Service Area description

The HROD Service delivers professional and enabling HROD services that are aligned to the strategic priorities of the Council's Strategic Plan. The service provides comprehensive support to employees, managers, Trades Unions and strategic partners to support the full employee lifecycle: attraction, recruitment, onboarding, development, retention and exit/leaving.

The resourcing service sits within the HROD service, providing comprehensive support on both immediate and strategic resourcing needs, including retention and workforce planning. The service provides support specifically in relation to compliance, candidate attraction, succession, service improvement and candidate journey.

Purpose of this post

The role will partner with an identified directorate / service area providing specialist and customer focused resourcing, retention and succession advice and support. The role will ensure effective and efficient resourcing outcomes are achieved for the service against both immediate and longer term / strategic recruitment needs. The role will ensure retention challenges are addressed- particularly for services experiencing skills shortages and succession challenges. This will include sourcing and attracting quality candidates and ensuring an effective talent pipeline for the future of the directorate/s.

Key job specific accountabilities

1. Responsible for building strong relationships with key service areas and understanding the intricacies of their recruitment and retention needs as well as their candidate market and succession challenges.
2. Work with services and HROD colleagues to proactively workforce plan for service specific issues and needs. This includes drawing upon qualitative and quantitative research to create and present evidence based solutions to resourcing and retention challenges.
3. To develop and adopt strategies to resource active and passive candidates and hard-to fill roles through initiatives that help to attract, grow and retain talent. Additionally, support key programmes, projects and operational work relating to recruitment, candidate attraction and retention for the supported service area(s).
4. Build strong internal and external partnerships with key stakeholders that support future talent pipelines, early careers, apprenticeships and graduate pathways.
5. Lead on / undertake all aspects of candidate attraction including headhunting, social media, campaigning, advertising attending networking events to ensure the Development of the Cumberland Brand
6. Oversee the coordination and management of end to end senior leadership recruitment campaigns.

7. Support projects, policies and processes that improve retention, develop the Employee Value Proposition, Cumberland employer brand and candidate offer.
8. Provide specialist Human Resources advice on all aspects of recruitment and ensure any new processes or existing approaches are compliant with industry regulations and employment law specific to the service. For example, this includes advice and guidance on safer recruitment practices, employment law, references, Disclosure and Barring Service (DBS), right to work in the UK, Immigration sponsorship, Occupational Health Clearance etc in line with requirements outlined by, for example, Care Quality Commission (CQC), Keeping Children Safe in Education, etc.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	No direct budget
Staff Management Responsibilities	May be required to line manage posts within team
Other	

Essential Criteria - Qualifications, knowledge, experience and expertise

- Technical, vocational or part-professional qualification at vocational degree level or equivalent demonstrable experience (NVQ4).
- Membership of CIPD or Standards in Recruitment (SiR) or demonstrable experience.
- Significant resourcing knowledge to support recruitment, onboarding, succession, workforce planning and retention.
- Experience of providing advice and guidance on core recruitment practices to support recruitment and retention
- Experience in candidate attraction, marketing, sourcing and assessment. (Recruitment consultancy experience desirable but not essential)
- Up to date knowledge of employment law and legislative frameworks that support recruitment practices including compliance, legislation and best practice.
- Demonstrate ability to make data-driven decisions and leverage metrics to improve recruitment outcomes.
- Knowledge of sourcing, analysing and utilising key HR metrics to inform evidence based decision making and resourcing strategy.
- Experience of working within a customer environment / ability to demonstrate strong Customer Service Skills
- Knowledge of key issues facing local government

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	N/A
Physical Demands	N/A
Working Conditions	N/A
Other Factors	

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