

## **Job Description**

<b>Job Title:</b>	Talent and Recruitment Business Partner
<b>Directorate:</b>	Chief Executive's
<b>Section:</b>	Workforce
<b>Responsible to:</b>	Recruitment Manager
<b>Grade:</b>	Level 9 "Subject to Review"

### **Job Purpose**

Responsible for delivering recruitment and retention strategies to manage all resourcing activity within the council, ensuring we can successfully attract, recruit and retain great people using targeted recruitment, attraction, development and selection strategies. To implement a forward thinking, future proofed, proactive, responsive and customer focussed service.

To collaborate with stakeholders to support their resourcing requirements, provide advice and guidance on resourcing, attraction, searches, selection, assessment centres, candidate management, redeployment, contingent workers and retention.

Ensure that Stoke-on-Trent City Council has extensive visibility across a range of platforms and that our branding is attractive and puts us in a prime position to successfully identify and recruit new colleagues.

### **Key Duties / Responsibilities**

1. To be the lead for recruitment and retention advice to the organisation, including all stakeholders on a range of complex issues associated with recruitment and retention impacting the council.
2. Develop and implement resourcing and retention strategies for recruitment with a focus on hard to fill posts with any associated action plans.
3. Contribute and drive forward action plans from the Workforce and Organisational Development Strategy.
4. To continuously review and improve recruitment processes, systems and procedures for recruitment and retention, ensuring they meet operational needs, legislative and good practice requirements, with a particular focus on Equality, Diversity and Inclusion.
5. To extensively contribute to the development and continuous review of an innovative and compelling marketing strategy and associated branding.
6. Recommend methods of improving the council's employer brand and ensure our attraction and retention models promote the council as an employer of choice.
7. Collaborate with the marketing team to enhance the company's employer brand to attract top talent ensuring consistent messaging in the content used for campaigns and the career site.
8. Ensure a seamless and positive candidate experience from initial contact through onboarding.
9. Lead end-to-end recruitment processes, from job posting and candidate sourcing to interviewing and offer negotiation.

10. Undertake candidate search activities, for individual roles as well as campaigns and use appropriate channels to source passive candidates in order to attract the best talent to the organisation.
11. Design and co-ordinate assessment centre management, support in scheduling interviews as well as devising suitable assessment methods, such as psychometric testing and technical interviews, organise various panels and schedule timetables for the assessment centre whilst managing candidates throughout the process.
12. Apply strategies to attract diverse candidates to the council to ensure our workforce reflects the community we serve.
13. To be involved in the development of services through engagement at regional level with West Midlands Employers to ensure council values and aims are reflected and systems and processes are suited to council needs.
14. Deliver recruitment processes of senior management in accordance with the Constitution. Advising on selection processes (at this level) and support with providing recruitment timelines, assessment centres and interview panels. This involves close liaison with Senior Managers, Elected Members and recruitment companies.
15. Build strong relationships with hiring managers, to understand their recruitment needs and provide expert advice on recruitment best practices.
16. Work with department managers to proactively resolve and find strategies to attract candidates into difficult to recruit positions and forecast future hiring needs.
17. Attend directorate leadership meetings across the organisation to represent recruitment and retention ensuring transparency and collaboration on issues and concerns and devise forward action plans.
18. To horizon scan and benchmark council recruitment and retention strategies against other local authorities to ensure we remain competitive
19. Monitor and analyse recruitment and retention metrics to measure effectiveness and inform decision making.
20. Provide regular reports to senior leadership on recruitment activities, retention rates, and employee engagement initiatives.
21. Use data insights to continuously improve recruitment and retention strategies.
22. To review equality, diversity and inclusion reports and use the information to review recruitment and retention strategies/need for change
23. To be involved with the contract management of all recruitment related contracts to ensure service delivery is met and procurement rules are followed.
24. Utilise diverse sourcing methods, including social media, job boards, networking events, and employee referrals, that help build audience, promote brand and drive engagement with passive communications, as well as paid advertising when required.
25. To ensure recruitment and retention training for managers is effective, valid and up to date.
26. To work collaboratively with colleagues across HR and Workforce to co-ordinate and deliver recruitment efforts.
27. Co-ordinate recruitment efforts with local organisations including recruitment fairs and events and networking opportunities to increase visibility and attract potential candidates.
28. To ensure new starter information is accurate, relevant, up to date and valid.
29. To keep abreast of employment law changes and legislation for recruitment and review/amend policies and procedures in respect of recruitment and safeguarding and deliver associated training to the team.
30. Ensure measures are in place to ensure that safe recruitment and safeguarding practices are followed and that there is a robust framework in place in respect of contracts of employment.



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31. To ensure the council is IR35 compliant and associated policies, processes, guides and training are valid, up to date and relevant
32. Lead on international recruitment, advise and manage sponsorship by maintaining the Sponsorship Management System with up-to-date records and advising hiring managers on best practice in relation to Home Office guidance.
33. Support the Recruitment Manager on any other activity to achieve the Council's priorities, objectives and shape the future of our service.
34. Any other duties commensurate with the grading of the post.

## Person Specification

**Job Title:** Talent and Recruitment Business Partner  
**Directorate:** Chief Executive's  
**Section:** Workforce

Minimum essential requirements – evidenced by: **a:** application form **b:** test **c:** interview

Criteria	a	b	c
CIPD Level 5 or equivalent or equivalent level of knowledge, skills and competencies	✓		
Extensive knowledge of relevant legislation and statutory requirements in relation to recruitment and employment conditions	✓		✓
An understanding of Local Government challenges in relation to recruitment and retention			✓
Relevant level of knowledge of good practices and innovation relating to recruitment, talent acquisition strategies and employee retention techniques	✓		✓
Knowledge of marketing tools and social media for an organisation to support campaigns that engage target audiences			✓
Experience of devising and implementing innovative recruitment campaigns utilising a range of platforms including social media	✓	✓	✓
Experience of developing and implementing strategies, processes and systems to ensure continuous improvement to overall service delivery			✓
Ability to select the correct innovative and best practice solutions to attract candidates and fill vacancies including those hard to fill roles			✓
Significant experience of working in an in-house recruitment environment within a large and complex organisation	✓		✓
Proficiency in using recruitment software and applicant tracking systems (ATS)	✓		✓
Working in partnership to deliver strategic objectives within a large and complex organisation			✓
Ability to understand, collate and interpret data/metrics, write and run basic management information reports			✓
Experience of continuous business process improvement particularly as it relates to recruitment	✓		✓
Experience of diagnosing issues or potential issues and developing solutions, including programmes of change in a large complex organisation	✓		✓
Ability to think strategically, view events, issues or proposals from different perspectives to find creative solutions	✓		✓
A high level of organisational skills to manage complex and time critical workloads	✓		✓
Highly effective and strong interpersonal and communication and writing skills			✓
Lead by example and work with integrity and impartiality			✓
Ability to develop and maintain effective relationships with internal and external partners at all levels and influence as necessary	✓		✓



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Criteria	a	b	c
Ability to work in a fast-paced, dynamic environment with a high degree of flexibility and adaptability			✓
Strong analytical skills, with the ability to leverage data to drive decision-making and continuous improvement			✓
Ability to objectively assess situations, 'seeing' the detail as well as the 'helicopter' view			✓
Demonstrate an active interest in continuous development and improvement of self and others at both organisation and individual levels			✓
Pro-active, flexible and self-managing with strong personal drive			✓
An ability to fulfil all spoken aspects of the role with confidence through the medium of English			✓
Ability to travel within/around the geographical work area in an effective manner			✓
A "can do" outcome focussed attitude and approach			✓

## Conditions of Service

**Job Title:** Talent and Recruitment Business Partner

**Directorate:** Chief Executive

**Section:** Workforce

**Grade:** Level 9 (subject to review)

**Salary:** £35,235 - £37,938 (subject to review)

**Duration:** This is a permanent post.

**Working hours:** Your normal hours of work are based on a 37 hour week, working over 5 days between normal office hours which are Monday to Friday  
However, these hours may vary subject to any flexible working and any variation will be determined by the Council's Flexible Working Policy.

**Annual Leave Entitlement:** You will be entitled to 28 days annual leave rising to 33 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

**Sickness Absence:** This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

**Pension Provisions:** For occupational pension purposes you will have the choice of:-

- a. Joining or continuing in the Local Government Pension Scheme.
- b. Arranging your own personal pension provision approved by the Inland Revenue.

**Business Mileage:** If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

**Notice Period:** Your notice period will be dependent upon the grade of the post and your continuous service.

**Probation Period:** New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

**Equal Opportunities Monitoring:** New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

**Medical Examination:** Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

**Rehabilitation of Offenders Act:** The post is covered by the Rehabilitation of Offenders Act 1974 and if you are appointed you must disclose any criminal convictions, bindovers or cautions received, which are not yet spent.

**Asylum and Immigration:** According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

**Trade Unions:** As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

**Other Conditions of Service:** Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.