



# Role Profile

August 2019

<b>Job title:</b>	<b>Resourcing and Talent Acquisition Manager</b>
<b>Reports into:</b>	Director of HR
<b>Department / Location:</b>	HR; People and Technology, Wembley
<b>Role purpose:</b>	<ul style="list-style-type: none"><li>▪ Lead on resourcing, recruitment and selection activities for Network Homes, providing and managing an end-to-end, comprehensive, proactive, high quality, value for money and professional in-house resourcing and recruitment service</li><li>▪ Be the resourcing and recruitment expert advising the business on best practice resourcing to build high quality talent pipeline</li></ul>

## Key Responsibilities and Accountabilities

1. Responsible for the acquisition of high quality talent for Network by developing and delivering robust, tailored, seamless and consistent recruitment activities using innovative and creative solutions that align with Network's culture and accord with internal policy and legislative requirements.
2. Develop and implement proactive and creative new ways of sourcing candidates that support Network's immediate, short and long term recruitment needs. Work closely with the business and stakeholders to deliver and manage a broad range of recruitment campaigns from the identification of a vacancy through to the selection process and offer stage in a timely manner
3. Proactively seek out opportunities for cost effective external recruitment and maximise our internal recruitment ensuring the right balance of direct recruitment and through agencies on our PSL; taking responsibility for monitoring, evaluating and managing those relationships and any SLAs in place to ensure all aspects of the recruitment process are carried out in a timely manner
4. Through recruitment advertising, market Network Homes as a good employer and an employer of choice, recommending ways to improve our employer brand and ensuring our careers page is up to date, relevant, dynamic and reflects Network's culture and behaviour expectations.
5. Streamline, standardise and redesign processes and documentation to improve cost, quality and timeliness of our recruitment and selection activities. Regularly review recruitment software and recommend improvements and best options for our needs.
6. Provide a highly professional and positive candidates experience for all job applicants in order to attract the best talent, continually reviewing and monitoring our approach to recruitment to meet candidates' expectation and build lasting relationships with existing and potential candidates.
7. Provide professional and expert recruitment and selection guidance and support to managers, designing workshops and toolkits to upskill them and ensuring that fair, robust and fit for purpose assessment and selection processes that identify top talent are designed and followed.
8. Design, develop and continuously review the recruitment and selection policy and procedures in line with best practice, current legislation and changing labour market conditions, ensuring well constructed and fit-for-purpose job descriptions and person specifications are in place to ensure consistency and fairness in the recruitment and selection process
9. Monitor and report on key recruitment statistics, diversity and Establishment KPI data, carrying out response analysis to identify areas of focus across the organisation and offer improvements
10. Support the Director of HR with the recruitment budgeting process, monitoring, analysing and reporting on spend against budgets and providing management information reports as necessary.
11. Monitor staff turnover and hires in order to assist with forecasting and planning the workforce needs of directorates across the business

12. Identify, design and implement talent processes and systems and work with HR colleagues and the business to build and manage effective talent pools that can maximise the potential for direct sourcing and drive down costs
13. Manage and co-ordinate Network's annual graduate programme providing support and career guidance as required

### **Standard responsibilities**

Adopt and comply with Network values, policies and procedures, and regulatory frameworks including:

- Code of Conduct
- Health & Safety
- Data Protection, privacy and use of IT resources
- Regulatory standards and probity
- Risks and internal controls framework
- Human Resources policies and procedures
- Equality and diversity

**No role profile can cover every issue which may arise within the post at various times. The post holder is expected to carry out other duties from time to time, which are broadly consistent with those described.**

## **Person Specification**

### **Education**

- A good level of education commensurate to the level of the position and required skills

### **Knowledge and skills required**

- Good financial management skills including experience of developing accurate costings and working within a defined budget
- A high level of written and verbal communication skills and experience of writing compelling advertising scripts for both paper and digital publishing media
- Ability to identify and drive change in the recruitment process to enable the organisation to deliver a return on its investments
- Strong organisational skills and attention to detail
- Ability to analyse data and provide informative and business relevant reports
- Excellent negotiation skills
- Confidence to engage with people across all levels of the organisation and the ability to build solid and professional relationships with key stakeholders and suppliers and to work collaboratively to achieve outcomes
- Ability to challenge and influence others and to contribute professional and technical expertise to effective decision making in line with key business priorities
- Ability to manage shifting priorities in a deadline driven environment and remain calm and customer focused under pressure
- Demonstrates sound professional knowledge and understanding of recruitment best practice – recruitment cycle from job analysis through to recruitment, the selection process and the final offer
- A thorough understanding of e-recruitment systems and different methods of applicant sourcing

### **Experience required**

- Proven experience of managing high level permanent and temporary recruitment campaigns and handling multiple recruitment campaigns concurrently
- Knowledgeable recruitment professional with demonstrable and successful experience of direct and indirect sourcing recruitment methods
- Experience of designing and delivering fit-for-purpose selection processes and documentation, including designing and running assessment centres and competency based interview questions
- Previous experience of working with online recruitment systems
- Track record of implementing unique and innovative employer branding initiatives

## Additional Information

- This position is based at Wembley but travel will be required to all Network Homes sites to engage with staff groups

## Organisational Competencies

**We want to make Network a great place to work and a great organisation that really delivers for its customers. Our HART behaviours are designed to guide how we work, every day. Everyone within the organisation is expected to demonstrate the four HART behaviours:-**

**Hungry** – I am ambitious to succeed

- Optimistic: I am can-do and focussed on what can be done
- Creative: I find new ideas and solutions to challenges
- Bold: I get out my comfort zone and try new things
- Motivated: I welcome feedback and want to succeed

**Accountable** – I take personal ownership and responsibility to get things done I make things happen by empowering and delivering through the team and using resources effectively

- Resilient: I work hard to make things happen
- Disciplined: I am realistic and do what I say I will do
- Personal ownership: I take ownership of an issue until it is resolved
- Confident: I make decisions that are within my remit

**Respect** – I treat everyone with respect and understanding I arrive on time and take full part in meetings

- Prepared: I arrive on time and take full part in meetings
- Communicator: I listen to others and work hard to communicate well
- Responsive: I always answer a ringing phone and respond quickly
- Self aware: I put myself in others' shoes and understand how my actions impact on others

**Together** – I am proud to be one team

- Positive: I talk positively about Network Homes as one team
- Proactive: I put myself forward and build great relationships
- Supportive: I support and recognise the contribution of others
- Role model: I genuinely believe I make the difference