

# JOB DESCRIPTION



<b>Role title:</b>	Resourcing Partner
<b>Grade and salary:</b>	I (£30,420 to £37,134)
<b>Hours:</b>	37 hours per week, 8am-5pm (covering)
<b>Department or Division:</b>	Shared HR Service Centre
<b>Location:</b>	Headquarters, Ripley / Agile
<b>Post reports to:</b>	Senior Resourcing Manager
<b>Suitable for job share or part-time:</b>	Yes
<b>Other considerations:</b>	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>Due to vetting requirements, all candidates must have three years continuous UK residency at the point of application, to be eligible to apply.</p>
<b>Date last reviewed:</b>	September 2022

## PURPOSE AND DESCRIPTION OF JOB ROLE:

To manage the provision of an efficient and effective recruitment service and administration support including positive action to the regional forces. To specialise in a portfolio of non-uniformed recruitment but provide flexibility of cover to all recruitment as necessary. To undertake project work as required.

You'll be responsible for partnering with hiring managers to implement resourcing plans. This includes being able to clearly articulate the capability need whilst defining the best route to market and advising on the appropriate process to ensure the attraction of a diverse range of candidates. You'll also provide assurance to the process and actively seek opportunities to improve it.

## SPECIFIC ROLES AND RESPONSIBILITIES:

### People Management

Build and motivate a high performing team. Delegate and empower team members to act and make their own decisions, with the knowledge that advice and support are available if needed. Create a work environment and team culture that enables individuals to work to the best of their abilities.

Ensure that local and Force strategy, vision, policies and decisions are effectively communicated with team members so that all understand what is required, are fully engaged, motivated and appropriately informed.

Through local planning and organising activity, set team objectives that are linked to the business strategy. Drive, monitor and measure performance through the check-in process and proactively support, reward or challenge performance.

Coach and support the performance and personal development of your team, to help individuals realise their full potential; ensure your team are given regular and constructive feedback to support this.

Encourage teams to innovate and challenge the status quo with a focus on continuous improvement and maintaining high standards of service.

### **Operational**

Provide an effective and quality transactional service for all recruitment activities to the two regional Forces, whilst building and maintaining good working relationships with internal and external customers.

Plan resource needs and manage workload distribution, allocation of tasks, and monitor service levels.

Review recruitment standards and processes and implement improvements where required, such as reduction in recruitment timescales.

Ensure that plans and activities in support of positive action are successfully delivered and work closely with external examination bodies to ensure compliance with their procedures.

Ensure that all records are updated in a timely fashion to ensure accurate data is provided for Force statistics and reports. Ensure compliance with the Data Protection Act and ensure confidentiality is maintained.

Provide reports and management information as required.

Resolve queries referred from team members in an efficient manner.

Contribute to any project work as required.

Contribute to the effective delivery and flexibility of SHRSC by providing supervision and support to other areas as require.

Attend career/job fairs and force seminars to present recruitment of the process to potential candidates.

### **Technical**

Lead on specific recruitment campaigns as directed, working with external advertising/comms partners to ensure return on investment and effective recruitment outcomes.

Design, plan and deliver effective advertising and recruitment plans to meet the requirements of the individual forces - medium-term focus.

Advise managers on recruitment, selection and employment matters in line with the relevant force policies.

Understanding local labour markets and recruitment trends, analysing competitor data.

Development of a direct hire recruitment model, mapping the talent market and building candidate pools.

Employ and encourage direct sourcing techniques such as head hunting and direct approaches, utilising available platforms such as LinkedIn etc to understand the market and create target lists.

Support the Senior Resourcing Manager, to ensure a robust management and reduction of agency PSL spend through efficiencies within the 'direct source' model.

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

- Experience in HR or Recruitment.
- Previous experience of leading and motivating a team.
- Experience in all of the following:
  - recruiting senior roles and agency staff
  - high volume recruitment campaigns
  - planning and arranging public events
  - positive action, attraction and marketing
  - promotions and assessments
- Good previous experience in high volume recruitment campaigns.
- Previous experience in designing attraction and direct sourcing strategies.
- Good communication skills both verbal and written.
- Ability to train, guide and develop staff to achieve the required standards.
- Ability to demonstrate good organisational skills and initiative.
- Significant experience in direct sourcing up to a senior level, gained through in-house or agency recruitment (ideally a mix of both), and a real talent for understanding the best ways to market and fill positions.

### Desirable:

- CIPD/ CPP qualification or equivalent experience.
- Knowledge of Data Protection and employment law.
- Previous experience of process improvement and innovation.

## PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem solving and innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating and influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational and technical awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.