

JOB DESCRIPTION

POST TITLE: Head of Resourcing

GRADE: 15

DEPARTMENT: HR and Organisational Development

REPORTS TO: Director of People and Organisational Development

PURPOSE OF THE JOB

- To lead the delivery of an expert, proactive and customer-focused resourcing service that enables the council to attract the very best talent and build a highly-skilled, resilient workforce
- To lead the design and delivery of workforce and resourcing strategies, analysing organisational needs, assessing the associated resourcing requirements, and developing internal and external talent pipelines
- To be responsible for the council's employer brand, influencing internally and promoting the organisation externally to grow the council's reputation as a destination employer
- To ensure that all aspects of the council's approach to resourcing reflect our ambition to be an ever more inclusive, anti-racist employer with a workforce that reflects the diversity of our local community

PRINCIPAL ACCOUNTABILITIES

1. To be responsible for all aspects of the council's approach to permanent and temporary resourcing, including candidate attraction and recruitment and selection
2. To provide specialist expertise on all matters associated with resourcing, including analysis of external trends such as changes in workforce demographics and the wider labour market
3. To lead the design and delivery of workforce and resourcing strategies that address existing and anticipated organisational requirements
4. To lead the design and delivery of high-profile recruitment campaigns, including national and international campaigns, procuring and contract managing external suppliers as required

5. To develop creative ways to enhance and promote the council's employer brand and grow the council's reputation as a destination employer
6. To lead and quality assure the council's arrangements for engaging temporary workers, ensuring that hiring managers are able to access a contingent candidate pool that is highly-skilled and value for money
7. To lead the development and delivery of programmes, projects and initiatives that enable the council to reduce its spend on temporary workers and their agencies
8. To ensure people managers at every level of the council understand their role in candidate attraction and recruitment and selection, including through the provision of high quality advice, guidance and learning resources
9. To lead the development, maintenance, and regular review of all policies and procedures associated with permanent and temporary resourcing, ensuring the council's arrangements are open, fair and transparent, and enable the recruitment of the very best talent
10. To lead the continuous improvement of the council's resourcing service and recruitment and selection process, promoting and embedding new digital solutions and other innovations in service delivery
11. To measure, monitor and report on the performance of the resourcing service and all aspects of the recruitment and selection process, including analysis of trends and identification of any issues
12. To provide leadership and management to colleagues in the resourcing service in line with all relevant people management policies and procedures
13. To manage budgets in line with all relevant financial policies and procedures, ensuring value for money and financial control
14. To champion and proactively support the implementation of the council's vision to be an ever more inclusive, anti-racist organisation
15. To model the behaviours required of all colleagues and demonstrate commitment to the council's values
16. To ensure that all duties and responsibilities associated with this role are discharged in accordance with relevant legislation, regulation, policies and procedures

JOB CONTEXT

Organisational context

The postholder will be responsible for establishing a new resourcing team, which has been designed to provide the council with an effective, efficient, best in class service.

The postholder will ensure that everyone in the resourcing team is committed to the council's ambition to become an ever more inclusive, anti-racist organisation where all employees feel confident bringing their whole self to work. This includes actively supporting the aims and objectives of the council's Southwark Stands Together programme, which has been designed to tackle racial disparities in our workforce and our community.

All colleagues in the resourcing team will be expected to provide hiring managers and candidates with an expert, proactive and customer-focused service. Everyone in the resourcing team will play a part in promoting the council as an employer of choice and attracting the very best talent to Southwark.

The postholder will work across the council in a collaborative and collegiate way. The postholder will demonstrate highly visible leadership to a diverse workforce in the region of 5,000 employees.

Structural arrangements

The postholder will report to the Director of People and Organisational Development.

The postholder will have line management responsibility for direct reports and overall responsibility for all employees within the resourcing service. The number and type of employees within the service may vary, but will generally comprise professional, technical and operational support staff.

In leading the design and delivery of strategies, programmes, projects and recruitment campaigns, the postholder will be responsible for matrix managing temporary teams comprising employees from other council services and external contractors.

Financial responsibilities

The postholder will manage a core budget of c.£750,000 and budgets assigned to the delivery of programmes, projects and recruitment campaigns that typically range from £10,000 – £100,000 in value.

In addition, the postholder will be responsible for the planning, procurement and delivery of the council's contract for the supply of temporary workers, which has an estimated value of c.£30m per annum.

Contacts

The postholder will have regular contact with colleagues at every level of the council, including the chief executive and other senior officers. The postholder will use their specialist expertise to provide information, advice and guidance to others. The postholder will seek to build consensus between parties who may have differing interests.

The postholder will be responsible for representing the council to partners, contractors, stakeholders and candidates.

Conditions of Service

Conditions of service are governed by the Joint Negotiating Committee (JNC) for Chief Officers as amended by Southwark Council.

Working hours are a minimum of 36 hours per week. The postholder is expected to work the hours required to get the job done. Hours are in accordance with the requirements of the service and the postholder may be expected, on a regular basis, to work outside of normal office hours, including attendance at evening meetings.

This post is not politically restricted under the terms of the Local Government and Housing Act 1989 (as amended).

Employment is subject to a probationary period of twenty six weeks from the postholder's start date with Southwark Council, during which time the postholder will be required to demonstrate to the council's satisfaction their suitability for the position.

PERSON SPECIFICATION

The person specification describes the knowledge, experience and skills required to carry out this role.

Key: **S** Shortlisting criteria
I Evaluated at interview
T Subject to testing

Knowledge, including qualifications	How assessed
Expert knowledge of resourcing in the public sector, including knowledge of best practice in candidate attraction and recruitment and selection	S
Detailed understanding of key issues facing local government, including the legal, financial and political context of public sector management	S
Degree or equivalent professional qualification or experience	S
Evidence of continued professional and personal development	S

Experience	How assessed
Experience leading the delivery of proactive, customer-focused resourcing services in a local authority or similarly complex public sector organisation	S
Experience of leading the design and delivery of resourcing strategies to address skills gaps and improve workforce diversity	S I
Experience of leading and managing people, including supporting individuals to develop their skills and progress their career	S I
Experience of managing programmes and/or projects within agreed timescales and budgets, including matrix management of programme and/or project teams	S I
Experience of procuring and contract managing external providers to achieve high quality, cost effective outcomes	S I
Experience of using and presenting data to drive continuous improvement and influence change	S I

Aptitude, skills and competencies	How assessed
Passion for and commitment to public service delivery	S I
Customer-focused and driven to achieve high standards	S I

Aptitude, skills and competencies	How assessed
Commitment to Southwark Council's values and our ambition to become an ever more inclusive, anti-racist organisation	S I
Excellent written and verbal communication skills, including the ability to represent and promote the council in external settings	S I
Ability to establish strong, positive relationships, including building and maintaining personal and professional credibility with senior managers, peers, partners and other stakeholders	S I
Ability to work quickly and accurately while managing competing deadlines	S I
Ability to address issues and concerns by developing and implementing creative solutions	S I
Tenacious, self-sufficient and confident working on own initiative	S I