

## **JOB DESCRIPTION**

**POST TITLE:** Senior Resourcing Partner  
**GRADE:** 12  
**DEPARTMENT:** HR and Organisational Development  
**REPORTS TO:** Head of Resourcing

### **PURPOSE OF THE JOB**

- To be responsible for an expert, proactive and customer-focused resourcing service to one or more council departments
- To be responsible for 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 promote the council's employer brand and grow the council's reputation as a destination employer

### **PRINCIPAL ACCOUNTABILITIES**

1. To provide a comprehensive resourcing service to one or more council departments
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 be responsible for 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 work collaboratively with colleagues in the council's HR and procurement teams to ensure 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 understand their role in candidate attraction and recruitment and selection, including through the provision of high quality advice, guidance and learning resources
9. To support 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 work collaboratively with colleagues to continually improve the council's resourcing service and recruitment and selection process, promoting and embedding new digital solutions and other innovations in service delivery
11. To use data about the performance of the resourcing service and all aspects of the recruitment and selection process to analyse trends, identify any issues, and co-ordinate required actions
12. To ensure that candidates' personal data is treated with the utmost confidentiality and processed in accordance with relevant legislation, regulation, policies and procedures
13. To manage and motivate one or more Resourcing Partners in line with all relevant people management policies and procedures
14. To manage budgets in line with all relevant financial policies and procedures, ensuring value for money and financial control
15. To champion and proactively support the implementation of the council's vision to be an ever more inclusive, anti-racist organisation
16. To model the behaviours required of all colleagues and demonstrate commitment to the council's values
17. 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 joining a new resourcing team, which has been designed to provide the council with an effective, efficient, best in class service.

Everyone in the resourcing team will be 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.

### **Structural arrangements**

The postholder will report to the Head of Resourcing within the council's HR and Organisational Development service.

The postholder will have line management responsibility for one or more Resourcing Partners.

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 budgets assigned to the delivery of programmes, projects and recruitment campaigns, typically ranging from £10,000 – £50,000 in value.

### **Contacts**

The postholder will have regular contact with colleagues at every level of the council, including strategic directors and directors. 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 National Joint Council (NJC) for Local Government Services as applied by Southwark Council.

The postholder is required to work 36 hours a week, including occasional work outside of ordinary working hours.

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

<b>Knowledge, including qualifications</b>	<b>How assessed</b>
Expert knowledge of resourcing, including knowledge of best practice in candidate attraction and recruitment and selection	S
Degree or equivalent professional qualification or experience	S
Evidence of continued professional and personal development	S

<b>Experience</b>	<b>How assessed</b>
Experience of providing a proactive, customer-focused resourcing service	S
Experience of leading the design and delivery of resourcing strategies to address skills gaps and improve workforce diversity	S I
Experience of managing people, including supporting individuals to develop their skills and progress their career	S I
Experience of managing programmes, projects and/or recruitment campaigns within agreed timescales and budgets	S I
Experience of working with 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

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

<b>Aptitude, skills and competencies</b>	<b>How assessed</b>
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