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| **Role Profile Part 1** | | | |
| **Role title** | Head of Recruitment, Resourcing and Retention | **Grade/Rank** | HMG D |
| **Dept/Area** | People and Development Services DP | **Vetting Level** | Management Vetting |
| **Responsible to** | ACO – Director of People and Development | **Staff line managed** |  |
| **Reviewed by (Line Manager)** | ACO- Director of People and Development | **Date** | 18/11/24 |
| **Purpose of Job** | This role is the strategic lead for recruitment, resourcing, promotion and retention activity and is responsible for developing, leading and directing teams within People and Development Services to provide an excellent, cost-efficient service.  To ensure that Hampshire and Isle of Wight Constabulary and the Office of the Police and Crime Commissioner are seen as employers of choice attracting a wide range of high calibre applicants from all areas of our community.  Developing, leading and promoting a holistic approach to resourcing ensuring an integrated and strategic approach aligned to strategic workforce planning.  To provide strategic leadership, regarding attraction, recruitment and retention activity including recruitment and promotion campaigns which underpin the vision and values of the above organisations and associated People Strategies.  To improve and enhance workforce diversity to reflect our communities supporting the delivery of key workforce objectives including Diversity, Equality and Inclusion strategic priorities.  To plan and oversee all recruitment and promotion activities providing an excellent candidate experience and ensuring a proactive and inclusive approach to resourcing.  Be responsible for managing the organisational structure and establishment within SAP  Engage with internal and external partners, agencies and suppliers to deliver a proactive and inclusive approach to resourcing.  Engage with internal and external partners, agencies and suppliers to deliver a proactive and inclusive approach to resourcing. | | |
| **Key Accountabilities** | 1. To lead and drive transformational approach to strategic recruitment, resourcing and retention 2. To develop and lead an integrated long term strategic approach to resourcing, recruitment, and retention delivered and aligned to the People Strategy and associated workforce strategic plans. 3. Develop and own the Recruitment, Resourcing and Retention Strategy. 4. To have strategic oversight of the promotion process and schedule ensuring that postings follow force guidance principles and are within the budgeted establishment. 5. Act as appeal resolver in relation to postings, Reg 35 and resourcing activity 6. To develop associated resourcing policies in relation to systems, processes and plans, based on industry standard and best practice to support the development, implementation and achievement of the strategies, achieving cost effective outcomes and continuous improvement in respect of Hampshire & Isle of Wight Constabulary (HIOWC) and the Officer for the Police & Crime Commissioner (OPCC) for Hampshire & Isle of Wight, partners 7. To lead the recruitment, marketing and attraction and the workforce postings and structure teams to ensure excellent customer service to both internal (HIOWC and OPCC) stakeholders and applicants. 8. To innovate and explore new methods of recruiting, promoting and retaining officers and staff to include assessing the suitability of candidates. 9. To make best use of management information to inform decision making at a strategic level across the force and evaluate the effectiveness of resourcing, recruitment and retention activity. 10. To provide leadership and advice to the Force on all matters relating to resourcing, recruitment, promotion and retention utilising market intelligence, benchmarking and insight data. 11. To develop and exploit assessment and attraction strategies, recognising different entry routes and opportunities for progression. 12. Work alongside enabling service functions including Finance, ICT, and Procurement to understand and manage any impact of resourcing and recruitment activity. 13. To develop and deliver comprehensive resourcing and retention plans for hard to fill/retain roles e.g. investigators 14. To give regular and effective service (mandatory). 15. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post. | | |
| **Additional Requirements** | Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data.  All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.  The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary.  There may be a requirement to work unsocial hours occasionally in order to respond to operational demands for which the appropriate recompense will be paid.  An initial 6 month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role. | | |

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| **Role Profile Part 2** | | | |
| **CVF Recruitment Competencies and Level** | [We are Emotionally Aware](https://profdev.college.police.uk/competency-values/we-are-emotionally-aware/)  [We Take Ownership](https://profdev.college.police.uk/competency-values/we-take-ownership/)  We are collaborative  [We Deliver, Support and Inspire](https://profdev.college.police.uk/competency-values/deliver-support-inspire/)  [We Analyse Critically](https://profdev.college.police.uk/competency-values/we-analyse-critically/)  [We are Innovative and Open Minded](https://profdev.college.police.uk/competency-values/innovative-open-minded/)  [Integrity](https://profdev.college.police.uk/competency-values/integrity/)  [Impartiality](https://profdev.college.police.uk/competency-values/impartiality/)  [Public Service](https://profdev.college.police.uk/competency-values/public-service/)  [Transparency](https://profdev.college.police.uk/competency-values/transparency/) | | |
| **Education/Qualifications** | Essential:   * QCF Level 7 - or equivalent relevant experience * Evidence of CPD   Desirable:   * Masters in related subject * Chartered CIPD member or equivalent related experience | | |
| **Experience and Skills** | Essential:   * Role requires substantial experience of leading and decision making in the following areas:   + Managing a recruitment and/or resourcing function.   + Marketing and attraction campaigns   + Recruitment ICT platforms, microsites   + Promotion process, assessment centres   + Retention initiatives   + Internal, cross-departmental and external partnership collaborative working   + Project management of major change programmes * Ability to build and maintain effective working relationships, partnerships, and networks within HIOWC, OPCC, our partners and with external bodies to achieve improvement * Articulate, clear and concise communication skills, including inspiring, negotiation and persuasion to gain commitment to a course of action or direction * An understanding of relevant employment legislation and police regulations * Ability to manage conflict and identify strategies for finding acceptable solutions * Ability to think and work strategically over a long planning horizon (i.e. 3-5 years) * Experience of developing teams and individuals to achieve high performance. * Evidence of continuous professional development and leadership skills   Desirable:   * Experience of the police sector * An understanding of relevant police regulations | | |
| **Approved by People Services** | # | **Date** | # |

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| **Role Profile Part 3** | | | |
| **Competencies** | All roles are expected to know, understand and act within the ethics and values of the Police Service. | | |
| Resolute, compassionate and committed | | http://cvf/images/CVF_circle.jpg |
| [We are Emotionally Aware](https://profdev.college.police.uk/competency-values/we-are-emotionally-aware/) | Level  # |
| [We Take Ownership](https://profdev.college.police.uk/competency-values/we-take-ownership/) | Level  # |
| Inclusive, enabling and visionary leadership | |
| [We are collaborative](https://profdev.college.police.uk/competency-values/we-are-collaborative/) | Level  # |
| [We Deliver, Support and Inspire](https://profdev.college.police.uk/competency-values/deliver-support-inspire/) | Level  # |
| Intelligent, creative and informed policing | |
| [We Analyse Critically](https://profdev.college.police.uk/competency-values/we-analyse-critically/) | Level  # |
| [We are Innovative and Open Minded](https://profdev.college.police.uk/competency-values/innovative-open-minded/) | Level  # |
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| **Underpinning Values** | [Impartiality](https://profdev.college.police.uk/competency-values/impartiality/) | |
| [Integrity](https://profdev.college.police.uk/competency-values/integrity/) | |
| [Public Service](https://profdev.college.police.uk/competency-values/public-service/) | |
| [Transparency](https://profdev.college.police.uk/competency-values/transparency/) | |
| **Initial Development Skills for new to role period** | All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required | | |
| **Continuing Professional Development** | Courses and Conferences should be attended to benefit professional learning and development. | | |