

Northumberland County Council
JOB DESCRIPTION

Post Title: HR Recruitment Team Leader		Service: Human Resources		Office Use JE Ref: 3752
Band: 7		Workplace: County Hall, Morpeth		
Responsible to: Lead HR Adviser		Date: Jan 2021	Manager Level:	
Job Purpose: <ul style="list-style-type: none">• To provide a high standard of advice and guidance across all recruitment activity. Ensuring the provision of comprehensive and proactive administrative support to managers and employees in all areas of the Council covering all recruitment related matters• Responsible for the delivery of training, coaching and mentoring to all staff involved in the recruitment process.• Supporting the management of the whole recruitment cycle from job approval – vacancy creation – shortlisting – interviewing – offer of employment - onboarding process to ensure Northumberland County Council (NCC) brand is represented well throughout each stage by delivering a first class service.• Support future business requirements including Graduate and Apprenticeship scheme• Line management of the HR Recruitment Assistants / Administrators through one to one sessions, performance & appraisal reviews.• Manage all aspects of the electronic recruitment systems				
Resources	Staff	Human Resources Support Staff (Between 3-8 x HR Assistant / HR Administrator ranging from Band 2 / 3 / 4)		
	Finance	The post has no budgetary responsibilities the postholder will provide advice on staff expenditure and salaries to directorates e.g. contractual changes.		
	Physical	Physical skills obtained through practice. Standard keyboard skills. Ability to travel as the role is carried out on a county wide organisational basis.		
	Clients	Ensure compliance with relevant legislation, developing and ensuring that council policies and procedures reflect legislation and best practice.		
Duties and key result areas: <ul style="list-style-type: none">1. Implement and drive an innovative recruitment strategy with a focus on sourcing the very best talent in our industry.2. Manage the HR recruitment team through the recruitment process from job approval – vacancy/ creation through to onboarding ensuring NCC brand is represented well throughout each stage by delivering a first class candidate experience.3. Support future business requirements including support graduate and apprentice.4. Growing excellent relationships across all business areas.5. Manage workload across team to achieve week/monthly targets.6. Be the first point of contact on all team queries7. Delivers a comprehensive range of HR recruitment services and provides advice and support to managers and employees on the application of HR policies and procedures to ensure that the Council/Organisation adheres to best practice and current legislation.8. Works in partnership with managers to develop effective solutions to HR recruitment issues through the effective use of questioning, listening and coaching skills9. Ensuring that all recruitment processes & policies are legally compliant & up to date.10. Manage the HR recruitment team to ensure all pre-employment checks and new starters are implemented correctly and within recruitment deadlines11. Identify any errors, omissions & either implement the correction or bring to the attention of the lead HR Recruitment Advisor as necessary12. Ensure the preparation, production and processing of all documentation relating to the recruitment and selection process is within timescales and meets quality standards. Ensure letters of appointment and statements of particulars are issued in accordance with statutory requirements and all pre employment checks are carried out.13. To coordinate the preparation of various staffing reports and recruitment information for both internal and external use				

14. Communicates sensitive and complex information to managers and employees covering a comprehensive range of HR Recruitment services.
15. Provides professional advice, guidance and support to managers and staff in relation to change management in line with Council policy for staff affected by major change.
16. Advises managers on performance management best practice including the review of the Council's recruitment policy
17. Leads on HR issues for the recruitment team e.g. absence management, disciplinary investigations, grievance investigations and outcomes, policy advice e.g. leave of absence, probationary period, performance management redeployment and redundancy.
18. Working with managers, design, develop and deliver bespoke recruitment campaigns to ensure attraction of high quality candidates
19. Supports the implementation of the Council's HR Strategy/Workstreams and leads on designated projects/specialist areas as directed by HR line managers.
20. Devises and delivers recruitment training and development programmes to support policy implementation with the aim of assisting managers in their role of managing staff effectively.
21. Deliver both formal (teaching in a classroom to groups of staff) and informal training (usually 1:1 in the workplace or smaller groups such as managers meetings) in recruitment policies and procedures.
22. To promote concepts of equality of opportunity and management of diversity, ensuring that recruitment practices are transparent and non-discriminatory.
23. Develop and maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures
24. Undertake monthly supervisions with direct reports as well as undertaking the annual performance appraisal and 6 month appraisal review
- 25.
26. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of strategic organisational development interventions within deadlines
27. Act as DBS counter signatory
28. To develop and maintain detailed knowledge in key areas, such as conditions of service, DBS procedures, contracts legislation, GDPR (formerly DPA) and customer service delivery.
29. Instruct and train new staff in order to ensure that they are competent to undertake the required tasks commensurate with the principle responsibilities of their jobs

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve travel to venues, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours. Possible attendance at evening meetings.
Working conditions:	Mainly indoors

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PERSON SPECIFICATION

Post Title: HR Recruitment Team Leader	Service: Human Resources	Ref: 3752
Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree in Human Resources related subject or HR knowledge acquired through relevant training and experience working in an HR environment to degree equivalent level.	Postgraduate Diploma in Human Resource Management. Membership of the Chartered Institute of Personnel and Development.	A/I/R
Experience		
A sound working knowledge of a range of HR and recruitment policies and management procedures. Previous experience of working within an HR environment. Previous experience of working within a recruitment environment. A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners	Knowledge/experience of working within a public sector environment.	A/I/R/T/ P
Skills and competencies		
Proficient with indepth knowledge of a range of relevant IT packages including Microsoft office Ability to interpret and translate detailed legislative information. Ability to judge and analyse appropriate courses of action when advising managers and employees. Ability to plan, prioritise and organise workload to meet conflicting and competing service needs. Demonstrate interpersonal skills with an ability to communicate, negotiate and influence a range of staff and management at all levels within the council with the ability to establish links with external organisations both verbally and written using the most appropriate mechanism for the achievement of required outcomes. Presentation skills and techniques and ability to facilitate large and small groups. Ability to work on own initiative to resolve complex issues whilst working to tight deadlines. Ability to manage the workload of others Is an effective advocate for the HR service and organisation both internally and externally. Maintains a professional demeanour in stressful and difficult situations.		I/R/T
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Pragmatic approach to deal with difficult and emotional situations. Contact with staff/public/clients in dispute with the County Council. Tenacity and resilience.		I/R/Q
Motivation		
Commitment to the values of the HR function and to professional development of self and others. Self Awareness Tact and diplomacy Personally receptive to change and effective as a change agent. Enjoy working as part of a team and take actions to promote positive team working. Committed to personal and professional development. Ability to work under pressure and to tight deadlines		I/R/Q

Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated		
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Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits