

## Job Description

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| <b>Post title</b>      | Talent Partner          |
| <b>Grade</b>           | N9                      |
| <b>Directorate</b>     | Operations              |
| <b>Team</b>            | People and Culture      |
| <b>Reporting to</b>    | Talent Acquisition Lead |
| <b>Responsible for</b> | N/A                     |

### Job Purpose

The Talent Partner plays a key role in supporting the North East MSA's workforce growth, recruitment and workforce planning agenda.

Working in partnership with assigned directorates, the postholder will lead workforce planning discussions, develop recruitment strategies, manage recruitment campaigns and provide expert advice on attraction, assessment and talent acquisition approaches. The role will help directorates identify future workforce requirements, manage recruitment risks and ensure recruitment activity is aligned to organisational priorities and workforce plans.

Working as part of the Talent Acquisition team, the Talent Partner will partner with designated directorates on workforce planning, recruitment and talent acquisition matters, providing strategic advice and operational delivery to support organisational growth, workforce sustainability and effective workforce planning.

### Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

#### Workforce Planning and Talent Partnering

- Partner with assigned directorates to understand workforce priorities, current capacity and future workforce requirements.
- Support managers and senior leaders to develop workforce plans aligned to business objectives.
- Identify workforce risks, critical roles, succession challenges and future capability requirements.
- Provide advice on organisational structure, establishment management and workforce growth requirements.

- Support workforce planning discussions through the provision of workforce intelligence and insight.
- Contribute to the development and maintenance of organisational workforce plans and forecasting activity.

## **Recruitment and Talent Acquisition**

- Lead recruitment campaigns from approval through to appointment.
- Develop recruitment plans that align attraction activity with organisational workforce priorities.
- Advise managers on recruitment options, attraction strategies and assessment methodologies.
- Design and coordinate assessment centres, interview processes and selection exercises.
- Ensure recruitment activity complies with employment legislation, organisational policies and equality requirements.
- Promote innovative and inclusive recruitment practices to attract diverse talent.
- Build talent pipelines for priority and hard-to-fill roles.

## **Workforce Intelligence and Reporting**

- Analyse recruitment and workforce data to identify trends, challenges and opportunities.
- Monitor recruitment performance measures including time to hire, vacancy levels and campaign outcomes.
- Produce reports and workforce insight for managers and senior leaders.
- Use workforce data to support evidence-based workforce planning and recruitment decision-making.
- Maintain accurate workforce planning and recruitment records and systems.

## **Stakeholder Engagement and Relationship Management**

- Develop effective relationships with directors, managers and stakeholders across assigned directorates.
- Act as a trusted adviser on workforce planning, recruitment and talent acquisition matters.
- Challenge and influence managers to support effective workforce planning and recruitment outcomes.
- Work collaboratively with People and Culture colleagues, external recruitment partners and suppliers.
- Represent the People and Culture Team in workforce planning and recruitment-related meetings and projects.

## **Continuous Improvement**

- Identify opportunities to improve recruitment processes, systems and candidate experience.
- Contribute to recruitment transformation and workforce planning improvement initiatives.
- Support implementation of recruitment technologies and workforce planning tools.
- Share good practice and lessons learned across the organisation.
- Contribute to the development of recruitment policies, guidance and procedures.

## **Organisational responsibilities**

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.*

## **Values and Behaviours**

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

## **Inclusion, Diversity, Equality and Belonging**

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

## **Special requirements of post**

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

## Person specification

### Job Title: Talent Partner

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

|                       | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent relevant experience.</li> <li>• CIPD Level 5 qualification or equivalent professional experience.</li> <li>• Evidence of continuing professional development within recruitment, workforce planning or people management.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• CIPD Level 7 qualification.</li> <li>• Qualification or professional development in workforce planning, talent acquisition or organisational development.</li> <li>• Recruitment, assessment centre or psychometric accreditation.</li> </ul>                                                                                                                                                                                    |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Experience of managing recruitment campaigns within a complex organisation.</li> <li>• Experience partnering with managers to identify recruitment and workforce requirements.</li> <li>• Experience providing advice and guidance on recruitment and selection processes.</li> <li>• Experience developing recruitment plans and attraction strategies.</li> <li>• Experience analysing workforce or recruitment data and presenting findings to stakeholders.</li> <li>• Experience managing multiple recruitment campaigns and competing priorities simultaneously.</li> <li>• Experience building effective relationships with managers and senior stakeholders.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience working within local government, combined authorities or the wider public sector.</li> <li>• Experience supporting workforce planning activity.</li> <li>• Experience of applicant tracking systems and recruitment technologies.</li> <li>• Experience of assessment centres or large-scale recruitment campaigns.</li> <li>• Experience of organisational growth or workforce transformation programmes.</li> </ul> |

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| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Good knowledge of recruitment, selection and talent acquisition practices.</li> <li>• Understanding of workforce planning principles and methodologies.</li> <li>• Knowledge of employment legislation and recruitment best practice.</li> <li>• Strong stakeholder management and relationship-building skills.</li> <li>• Excellent communication and influencing skills.</li> <li>• Strong analytical and problem-solving capability.</li> <li>• Ability to interpret workforce information and provide practical recommendations.</li> <li>• Ability to manage a varied workload and meet deadlines.</li> <li>• Ability to work strategically whilst maintaining operational delivery.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of public sector employment frameworks.</li> <li>• Understanding of organisational design principles.</li> <li>• Knowledge of workforce analytics and reporting tools.</li> <li>• Understanding of emerging recruitment and labour market trends.</li> </ul> |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>• Customer-focused and committed to providing high-quality services.</li> <li>• Proactive and solutions-focused.</li> <li>• Credible and confident when working with managers and senior leaders.</li> <li>• Organised and able to work effectively in a fast-paced environment.</li> <li>• Collaborative and relationship-focused.</li> <li>• Resilient and adaptable.</li> <li>• Committed to fairness, inclusion and positive candidate experiences.</li> <li>• Demonstrates integrity, professionalism and sound judgement.</li> <li>• Passionate about supporting organisational growth and workforce success.</li> </ul>                                                                          |                                                                                                                                                                                                                                                                                                                 |