

Job description

Job title

Senior Inhouse Recruiter.

Hours

37.5 hours per week

Contract

Permanent

Role profile and grade

OS30, Grade 3

Salary

Starting Salary £36,040

Location

Central Office Cheadle with some home working and some travel to Trust Sites and recruitment events

Reports to

Recruitment Manager

Type of DBS required

Standard (We will apply for this on your behalf)

Job purpose

To provide an effective, efficient, high quality recruitment service to hiring managers, supporting them to fill senior, specialist and hard to fill vacancies within the Trust by writing and placing adverts, actively sourcing candidates and building a future pipeline for future resourcing needs.

To provide support to both the hiring manager and candidate throughout the recruitment process.

To champion the agreed recruitment process and the safer recruitment policy, having this at the forefront of all processes.

To be successful in this role you will need to be flexible, highly motivated and organised with excellent attention to detail and a great team player.

Key responsibilities

- To oversee the recruitment and future resourcing of all vacant roles in your service areas of responsibility.
- To personally advise and support hiring managers in the planning and implementation of recruitment for their vacancies for senior, specialist and hard to fill roles.
- Establish and maintain strong credible relationships with senior leaders and hiring managers in your designated service areas and with third party providers, ensuring that these relationships are effective and productive.
- Work with service leaders and hiring managers to agree and create specialist campaigns to identify how to recruit. Advise hiring managers on the recruitment market conditions for your designated services.
- Actively head hunt candidates for such roles through the utilisation of details held in our ATS, online resources such as LinkedIn and through building networks of contacts and talent.
- Provide expert support for hiring managers in situations where a market supplement proposal is required.
- Screen applications and candidates ensuring their suitability for the role and providing hiring managers with a 'long list' of candidates.
- Create and manage a talent pool for senior, specialist and hard to recruit roles in your services.
- Work alongside the wider recruitment team to support and cover for illness and absence, working outside designated services and/or roles to ensure a smooth recruitment service is maintained.
- Actively promote the Together Trust as a place to work, working alongside the communications team
- Create, develop, implement and deliver training for hiring managers on recruitment policy, process and best practice.

- Feed into the Strategic Workforce Plan for the Trust to meet resourcing requirements. Identify external suppliers and recommend them to the recruitment manager.
- Undertake project work in line with the People, Culture & Digital priorities delivered within agreed timescales.
- Produce data and reports as required by the Trust and within agreed timescales for both internal and external use.
- Evaluate and assess effectiveness of campaigns and recruitment events, reporting back findings and future recommendations.
- Work within the agreed Service Level Agreements
- Manage the preferred supplier list of agency relationships, addressing any concerns from services, as well as managing the renewal process.
- Be a Trust expert for the ATS system.
- Lead the planning, implementation and review for careers fairs and other relevant events and assess effectiveness.
- Identify and develop relationships with external education establishments to create a pipeline of candidates.
- Line manage up to 2 In House recruiters and support and coach them in the campaigns that they are leading on. Provide all the required leadership support, including 121s, supervisions, appraisals, performance and absence management and communications for your direct reports embedding the values and behaviours.
- To ensure own professional development and regular updating of professional knowledge to maintain CIPD professional requirements.
- Handle complaints and queries in a timely and sensitive manner.

Other responsibilities

- Promote equity, diversity, inclusion and belonging in delivery of the resourcing procedures and practices and the way you operate.

Feedback to the Recruitment Manager where you see this is not happening or you see opportunities to improve this.

- Act as a fully participating member of the Recruitment team and act to achieve operational excellence.
- Work autonomously on delegated work areas and where appropriate seek advice from colleagues.
- Establish and maintain collaborative and compassionate relationships across the wider Trust and ensure that these are effective and productive, and that you represent the wider People, Culture and Digital Team.
- Be fully conversant with Together Trust terms and conditions, and policies and procedures, as to provide accurate information for successful candidates and hiring managers.
- Actively engage with the Together Trust's vision, mission and values.

Additional information


- There will be occasional weekend work to attend careers fairs and promotional events, for which you will be able to claim time off in lieu.
- At these events you will be representing the Together Trust and should demonstrate the Trust's values to support the Trust's reputation.
- The duties and responsibilities highlighted in this document are indicative not exhaustive and may vary over time. You will be expected to undertake other duties and responsibilities as relevant to this position.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training		CIPD Level 5 Relevant degree and or courses
Experience and skills	<p>Significant experience working in recruitment and providing recruitment solutions for senior leaders and hard to fill roles.</p> <p>Understanding or experience of working within the education and/or care sector and associated recruitment market.</p> <p>Significant experience of safer recruitment and ensuring best practice is followed.</p> <p>Significant experience of creating and managing strategic campaigns to fill hard to recruit positions.</p> <p>Experience of working with ATS systems</p> <p>Independence to write materials requiring a deep understanding of the current recruitment market, sector and job roles to facilitate awareness of the Trust and widen the pool of candidates.</p> <p>Ability to have impactful communications at a senior level both</p>	<p>Line management experience</p> <p>Experience of HR / people databases and systems</p>

	<p>internally and with third parties.</p> <p>Ability to deliver against recruitment KPIs.</p> <p>Experience of analysing data to recommend and inform data-driven decisions.</p> <p>Ability to deliver a variety of tasks with different demands of workload within agreed timeframes and remain calm and objective depending on shifting priorities.</p> <p>Ability to work collaboratively across functions to achieve Trust goals.</p> <p>Significant experience of influencing skills both internally and externally</p> <p>Experience of managing agency relationships and negotiations</p>	
<p>Knowledge and understanding</p>	<p>Up to date knowledge of Employment Law</p> <p>Good understanding of people policies and procedures</p> <p>Excellent knowledge and understanding of equal opportunities legislation and its application.</p>	<p>Knowledge of Ofsted and CQC requirements</p> <p>Knowledge of the recruitment market and trends in social care and/or education</p>
<p>Other</p>	<p>Self-motivated and driven to succeed.</p>	<p>Car owner/driver access to be mobile in role.</p>



	<p>Commitment to continued personal development.</p> <p>Excellent team player</p> <p>Commitment to Trust values at all times.</p>	
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Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.