

## Job Description

<b>Department:</b>	Chief Executive
<b>Division/Section:</b>	HR
<b>Job Title:</b>	<b>Recruitment &amp; Retention Advisor</b>
<b>Post No:</b>	011862
<b>Grade:</b>	8
<b>Reports to:</b>	Team Leader
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	<pre> graph TD     TL[Team Leader]     RA[Recruitment &amp; Retention Advisor]     RA --&gt; TL           </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b>	<b>None</b>
<b>Job Purpose:</b>	<p>Create innovative approaches to identify, develop, organise and lead on recruitment and retention for key social care roles across the workforce to improve continuity of service to our more vulnerable citizens. Provide administrative recruitment support and guidance for managers in the wider People directorate.</p> <p>Support the services to identify commission and deliver, learning and training solutions over the first year of employment including induction:</p>

## Main Duties and Responsibilities:

### 1. Recruitment

- Research, Identify, develop and lead on the implementation of creative recruitment solutions which are appropriate to the needs of the service and role(s). Make recommendations to the appropriate Project Board and senior managers as appropriate ensuring consistency of approach within existing branding, policies and processes.
- Working collaboratively with Managers, develop centralised recruitment for all social care staff to include:
  - Creative cost effective advertising and branding
  - Standardised recruitment and selection processes for each role
- Gain feedback on processes and practices, recommending and implementing appropriate changes as required.
- To deputise for the Recruitment and Retention Manager where required, to offer advice and guidance for stakeholders in regard to Recruitment of Permanent and Temporary Staffing needs.
- Manage the requisition, purchase order and invoicing process for agency staff in children's and adult's social care.

### 2. Retention

- Research, identify, develop and lead on the implementation of appropriate and cost effective staff engagement and retention strategies for social care staff.
- Analyse a wide range of data and information from local markets, neighbours and internal statistics as appropriate to form ideas/initiatives.
- Create and implement an exit interview programme using the feedback to make appropriate recommendations.

### 3. Learning and Development

- Support the service to identify, commission, design and deliver learning and training solutions, where appropriate, which are for all social care staff over the first year of employment to include:
  - A comprehensive induction programme
  - Ongoing training, learning and development over the first year of employment
  - Mentoring and buddy schemes

### 4. Grow our Own

Support with implementing our talent management activity which seeks to look at the potential of a "grow our own social workers" to enable the organisation to develop the best of our own internal talent.

### 5. Monitoring and review

Carry out monitoring and review of all initiatives and programmes implemented to ensure a continuous cycle of improvement.

### 6. Administration

- Lead on the development and implementation of all administrative procedures to support the above which ensure that all processes are seamless and co-ordinated.
- Responsibility for the management of the timely payment of all agency staff, Consultants and Interims, engaged via Opus across Children's and Adult's social care, requesting purchase orders and chasing through to satisfactory conclusion any queries or errors, ensuring that the Council only pay for the services delivered.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

<b>DATE:</b>	Reviewed July 2022	<b>COMPLETED BY:</b>	Jenny Hancock
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## Person Specification

<b>JOB TITLE:</b>	Recruitment & Retention Advisor	<b>POST NO:</b>	
<b>SCALE:</b>	8	<b>DEPARTMENT:</b>	Chief Executive
<b>DIVISION:</b>	HR	<b>DIRECTOR:</b>	Mandy Pullen
<b>DATE:</b>	Revised July 2022	<b>COMPLETED BY:</b>	Jenny Hancock

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Project Management: Understanding of how projects work and knowledge of project management tools.</li> <li>• Recruitment: Knowledge of HR/Recruitment policy and procedures and legislation which directly affects recruitment</li> <li>• Learning: Knowledge of how adults learn and reflective practice.</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Self-Motivated/Initiative: Ability to self-motivate and work on own initiative, managing conflicting priorities to meet deadlines and targets.</li> <li>• Creative approach: Ability to generate creative ideas/solutions that are achievable in response to the issues/challenges.</li> <li>• Building relationships: Have the personal qualities and skills to promote open and constructive working relationship with managers and colleagues.</li> <li>• Presentation Skills: Ability to promote and present ideas and solutions in a focused, constructive and clear manner.</li> <li>• Influencing: Must be able to influence others at Senior Management and Project Board level.</li> <li>• Communication and Interpersonal Skills: Excellent verbal and written communication skills, with the capability to persuade and to deal with challenge positively</li> <li>• Planning and Organisation: Ability to plan and organise own workload and utilise a wide range of skills and techniques to ensure successful delivery of outcomes through effective use of resources.</li> <li>• Analytical Skills: Ability to collect and analyse relevant data and information from internal, regional and national sources.</li> <li>• IT Skills: Confident in the use of Microsoft Office with the ability to use the main packages</li> </ul>	

	to present and promote and communicate appropriately.	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Project/Assignment Management: Experience of working on a project or initiative from start to end, able to evidence getting the project started, ensuring focus throughout, meeting targets/deadlines through to final completion.</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment knowledge and experience: Experience of working in a recruitment environment, preferably with a sector which has difficult to fill roles.</li> <li>Understanding of impact of HR employment actions</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCE A Level: any (must have English and Maths at GCSE level C)</li> <li>Degree or equivalent relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>CIPD or Learning and Development or similar qualification: Level 3</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>Able to work flexibly to meet the requirements of the post and the exigencies of the service, sometimes out of office hours</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities</li> <li>Understanding of the equality and diversity issues faced by external and internal providers</li> <li>Understanding of the equality agenda and the ability to address discrimination issues</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of effective customer care</li> </ul>	

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test (D) Documentary evidence.]