

Job Description

Department:	Corporate Services
Division/Section:	People & Development
Job Title:	Senior Business Partner - Recruitment
Post No:	014809
Grade:	12
Reports to:	Service Lead Recruitment & Reward
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD A["Service Director People Operations, CBI & Transformation"] --> B["Head of Service People & Development"] B --> C["Service Lead Recruitment & Reward"] C --> D["Senior Business Partner Recruitment & Reward"] D --> E["Recruitment & Retention Business Partner"] D --> F["Recruitment & Retention Officer x 2"] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 3/4 No. of indirect reports: 0
Size of budget:	None

Job Purpose:	<p>At Peterborough City Council, we know that for our services to deliver the best that they can for service users and residents, we need to invest in our staff.</p> <p>The purpose of the Recruitment team is to support Peterborough City Council to: Ensuring an exceptional recruitment and onboarding experience for all candidates. Positioning PCC as an innovative, inclusive and diverse employer of choice. Providing expert advice and support, sharing best practices, and ensuring regulatory compliance. Collaborating with services to proactively attract, source, and appoint suitably skilled candidates to roles</p> <p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • Lead a team, ensuring well-being practices and building relationships across PCC. • Provide professional advice, guidance, training, and support to managers and stakeholders on complex issues. • Ensure employment policies and procedures comply with current and future legislation, uphold council values, and contribute to the council's objectives. Consult and negotiate policies with trade unions to achieve satisfactory outcomes. • Collaborate with services to design and implement recruitment and retention strategies that align with PCC's culture and values. • Drive improvements, produce analytics to support change, implement policies and procedures, and stay informed about market trends and opportunities. • Meet statutory delivery and reporting requirements.
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Main Duties and Responsibilities:

- Lead the recruitment team to achieve excellent performance results by driving savings through agency reduction and improving onboarding turnaround. Overseeing the offer and onboarding process, ensuring professionalism and timeliness in feedback.
- Provide guidance and leadership by setting clear objectives, coaching and fostering the teams development and career progression.
- Build and develop strong relationships with external providers, including agencies, recruitment services and sourcing events by promoting Peterborough City Council as an employer of choice to help attract the best candidates.
- Provide professional and specialist advice on complex recruitment and onboarding queries by influencing senior stakeholders. As the subject matter expert, you will be providing advice, guidance, training, and support on critical people related matters such as sponsorships, succession planning and safe/fair recruitment processes. The goal is to reduce risk, remove obstacles, enhance awareness, and maximise the adoption of appropriate practices within PCC.
- Co-design and lead the implementation of recruitment strategies that align with PCC's culture and values driving forward innovation.
- Co-design and oversee the entire end to end recruitment process to support in enhancing the candidate's experience.
- Provide monthly data analysis that gives high level insights and solutions developing short and long-term plans that resolve recruitment challenges, remove barriers, and ensure the successful implementation of obligations and achievement of corporate objectives. Additionally, working closely with the Service Lead to provide trend analysis for competitor comparison and identify opportunities for enhancements.
- Work in a strategic and advisory role to support our colleagues in building extensive talent pools and strong networks. Oversee the management of candidate relationships and deliver market intelligence to the business.
- Guide the use of innovative sourcing strategies as well as traditional recruitment methods to engage with both active and passive candidates.
- Lead on developing employment policies and procedures that comply with current and future legislation, in line with council values, and fully support the council's objectives. Consult with Trade Unions and attend the Policy Review Meetings.
- Draft reports for Directors, Corporate Management Team, Employment Committee, and Full Council on employment policies, terms, and conditions.
- Subject matter expert for all Recruitment & Retention related projects.
- Uphold council values, by minimising the risk to the council, and contribute fully to the council's objectives. This includes equalities, data protection, safeguarding of children and adults, and HMRC requirements.
- Champion equality, diversity, and inclusivity practices by contributing to the design and delivery of attraction, recruitment and onboarding with a strong focus on diversity and inclusion.
- Deputise for the Service Lead – Recruitment & Reward as required.
- Provide peer-to-peer support for other Senior Business Partners within the People Development service.

Generic Responsibilities:

To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

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.

Flexibility Clause:

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. This will include cover during periods of absence to support the deliveries of the service.

Variation Clause:	<p>This is a description of the job as outlined 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 completed 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 amend your job description following consultation.</p>
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DATE: 25th November 2024

COMPLETED BY: Kerry Evans

Version: 2	Date Issued: February 2023	Review Date: February 2024
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Person Specification

JOB TITLE: Senior Business Partner
Recruitment

POST NO: 014809

GRADE: 12

DEPARTMENT: Corporate Services

HOURS: Part time (hours to be confirmed)

DIVISION: People & Development

DIRECTOR: Mandy Pullen

DATE: 25th November 2024

COMPLETED BY: Kerry Evans

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Strong understanding of recruitment processes and best practices. Strong Knowledge of employment laws and regulations. Extensive knowledge of various sourcing techniques and tools. Understanding of the Local authority industry and specific job requirements. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. Strong organisational and time management abilities. Ability to work under pressure and meet deadlines. Proficiency in using recruitment software and applicant tracking systems. Analytical skills to assess and provide meaningful insights Ability to lead a team through ongoing change with forward-thinking strategies. 	
EXPERIENCE	<ul style="list-style-type: none"> Previous experience in managing a recruitment team Experience in managing the full recruitment cycle, from sourcing to onboarding. Proven track record of successfully filling positions within set timeframes. Experience in using social media and other platforms for recruitment purposes. 	
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE in English and Maths. Certification in Human Resources, Business Administration, or a related field or a minimum 3 years' experience in a Recruitment Business Partnering role. 	<ul style="list-style-type: none"> Relevant degree or certificate in Human Resources, Business Administration, or a related field.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Flexibility to work outside regular office hours if required. Ability to travel for recruitment events or meetings if necessary. Commitment to maintaining confidentiality and 	

	handling sensitive information appropriately.	
EQUALITY	<ul style="list-style-type: none"> • Commitment to promoting diversity and inclusion in the workplace. • Understanding of equal opportunity principles and anti-discrimination laws. • Ability to implement and uphold the organisation's equality policies. 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Strong focus on providing a positive candidate experience. • Ability to build and maintain relationships with hiring managers and candidates. • Proactive approach to addressing and resolving any issues or concerns during the recruitment process. 	

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