

## HR Recruitment Manager

<b>Level:</b>	Grade 10
<b>Team:</b>	People and Culture
<b>Line manager:</b>	Head of HR
<b>Responsible for:</b>	2 x Recruitment Advisors and 1 x Administration Assistant

### About the job

- You will lead and develop the recruitment team to provide a comprehensive, innovative recruitment offer to meet the changing needs of the organisation. As well as working in partnership with the organisation to ensure that the recruitment offer is aligned and delivered in accordance with business strategy, policies and legislation.

### You'll be trusted to

- Define a strategy to successfully implement innovative recruitment and onboarding approaches to create an engaging and streamlined candidate and colleague experience.
- Define an approach to successful attraction, onboarding and retention of all applicants.
- Manage and develop the recruitment and selection process to deliver an effective and responsive service to applicants and managers;
- Build relationships and provide guidance and support to hiring managers in conjunction with the HR Partnering Team, to identify current and future workforce needs.
- Work with the wider service areas in developing strategies to attract applicants from under-represented groups.
- Partner with wider service area and internal communications and marketing teams to develop the employee brand and employee value proposition (EVP).
- Provide leadership on the development and implementation of HR projects, covering people related business change, restructuring, and system change ensuring key milestones are implemented and delivered.
- Take ownership of the formulation, periodic review and implementation of recruitment policies, procedures and processes to meet the organisations requirements, taking account of relevant employment law.
- Deliver Recruitment and Selection training to new and existing managers within the organisation, empowering them to make informed decisions and recruit the best candidate for the role.
- Ensure that recruitment and selection decisions are taken in line with relevant employment and equalities legislation.
- Provide regular key performance updates, in line with organisational targets, utilising the information to make informed management decisions and influence change.

- Be responsible for the management of the internal vacancy authorisation process in line with budgetary control.
- Manage the advertising budget, making sure any deviation from predicted spend is highlighted to management.
- Develop and manage an effective establishment control within Vico Homes and action this through the HR and Payroll service.
- Ensure advertising response rates are analysed and action is taken to ensure maximum applicant response.
- Organise and attend job and career fairs to promote the organisation as an employer of choice;
- Advise recruiters and hiring managers on interviewing and different assessment and evaluation methods.
- Oversee onboarding for new hires.
- Oversee and manage the recruitment service, ensuring that the input of any changes affecting new and existing colleague are actioned appropriately, minimising the potential for over and under payments to occur.
- Be responsible for the development of e-recruitment and make sure that its use is maximised.
- Be a SME for recruitment systems, ensuring they are developed and used to full potential.
- Shape and maintain appropriate systems in partnership with ICT and technology providers to align to business and customer need.
- Undertake any other duties appropriate with the overall purpose of the job and the grade.

### Who you'll work with

**Internal:** All Vico Homes colleagues

**External:** DWP, recruitment agencies, media organisations, prospective job applicants, HR software supplier and auditors.

### Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
CIPD Level 7 qualified achieved through academic study to degree level or above or working towards.	✓		AF/CQ
Significant experience of recruitment and selection of employees in a large organisation	✓		AF/I
Experience of interpreting legislation and developments, preparing guidance notes and briefing/training others on changes	✓		AF/I
Able to manage and prioritise own workload and work under pressure to meet challenging deadlines	✓		AF/I
Experience of successfully delivering a high quality, customer focused HR service	✓		AF/I
Able to relate to and build positive relationships with customers internal and external	✓		AF/I
Highly effective interpersonal and communication skills	✓		AF/I
Confident in utilising negotiation and influencing skills to respectfully challenge decisions when required.	✓		AF/I
A logical, analytical approach to problem solving	✓		AF/I
Knowledge and understanding of the Data Protection Act and related legislation.	✓		AF/I
Able to produce written reports and correspondence which is engaging with a high degree of accuracy and attention to detail	✓		AF/I
Receptive to new ways of working	✓		I
Have an awareness and understanding of local, regional and national developments which can have an impact on the professional area.		✓	I
Experience of developing and maintaining an agreed organisational structure using relevant technology		✓	I
Excellent IT skills and experienced in using Microsoft Office products		✓	AF/I
Experience of coaching employees and managers to achieve positive outcomes		✓	I
Experience of working with the Disclosure and Barring Service (DBS) regulations.		✓	I
Experience of managing a team		✓	I
Evidence of Continuous Professional Development		✓	AF

<b>Personal Skill Characteristics</b>	<b>Essential (Tick)</b>	<b>Desirable (Tick)</b>	<b>Method of Assessment (Code list below)</b>
The post holder may be required to work outside normal office hours on occasion		✓	I

**Key**

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification