



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Recruitment Team Leader	Role Profile Number: SBC_12192
Grade:	Date Prepared: July 2024
Directorate/Group: Resources	Reporting to: Recruitment Manager
Structure Chart attached:	No

Job Purpose

- To lead and manage a team of Recruitment Advisors, motivate, develop and inspire the team to be proactive in their support to the organisational goals.
- To proactively support managers by providing in-depth advice on resourcing best practice and campaign manage for hard to fill roles.
- Engage with stakeholders to challenge current thinking on resourcing and achieve buy-in to new attraction and selection practices i.e. early careers “grow your own talent”, the use of social media, assessment and selection tools.
- Create and maintain networks through direct sourcing methods and optimisation of social media channels to build talent pools and reduce cost per hire.
- Assist with executive resourcing where required, working with the Recruitment Manager to develop in-house capability to direct source senior level roles.
- Work closely with wider HR colleagues to ensure resourcing activities align to business needs and agreed process.

Key Accountabilities

- Ensure that all Recruitment Advisors are performing at their best by monitoring work outputs, gathering relevant feedback and offering the required learning and development where possible.
- Responsible for guiding a team through the day to day workload, ensuring you develop and mentor each individual across the recruitment lifecycle in line with operational excellence expectations and measurements against department deliverables and KPI's.
- Provide expert advice to Recruiting Managers and HR teams on appropriate resourcing strategies in order to successfully deliver high volume and bespoke recruitment campaigns across SBC, this will include early careers (apprenticeships), hard to fill roles and the management of assessment centres.

- Acts as a point of escalation with queries where required, undertaking quality reviews of outputs and driving continuous improvements.
- Work closely with HR Business Partners and/or Recruiting Manager to case manage specific recruitment campaigns that could be sensitive or complex.
- Manage direct hiring campaigns through the use of social media and other networking strategies to help reduce costs to the business and build a talent pipeline.
- Support and influence the internal and external recruitment process, supporting managers to run appropriate interview and selection processes to attract and recruit suitable employees across directorates.
- Provide guidance to managers on structured interviewing techniques, criteria and capability-based selection and general support throughout the entire recruitment project life cycle to offer and acceptance stage to enable consistency and fairness in the recruitment and selection process.
- Lead day-to-day management and oversight of organisational compliance in line with statutory policy and governance relating to recruitment, immigration and related HR policy.
- Oversight of SLA's within core recruitment function and how these link to team performance – feed insights back to recruitment manager and provide recommendations for intervention/improvement.
- Support on delivering recruitment projects within agreed timescales, to budget and to customer satisfaction.
- Work closely with the HR Operational Team to ensure a seamless recruitment service is undertaken.
- Utilise analytics and end of year reports to negotiate cost reductions with third parties such as preferred advertising and recruitment agencies as well as manage and feedback performance to the Recruitment Manager.
- Continuous Improvement of the resourcing function- promoting SBC as an employer of choice and focus on delivering the best candidate experience.
- Act as deputy for Recruiting Manager when required.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Previous experience in a leadership role or relevant experience in leading and coaching a team through the recruitment lifecycle.
- Significant experience of providing detailed resourcing/recruitment advice and guidance and its practical application.
- In-house/specialist recruitment experience and experience of stakeholder management.
- Proven track record in direct to market recruitment, including writing job board advertisements, job board and social media database searches including LinkedIn, Jobsite etc.
- Able to influence a range of stakeholders and employees.
- Experience of coaching & team development skills.
- Management of third-party suppliers.
- Advanced influencing, negotiation and relationship building/partnering skills (with both internal customers and external suppliers).
- Experience of working in a changing environment.

- Awareness of market trends and utilising relevant networks to gain up to date knowledge.
- Experience of analysing recruitment data, looking at patterns on trends to influence decisions.

Qualifications

- CIPD qualification OR equivalent level of Recruitment experience.

Decision Making

- Advising managers on the most effective resourcing solutions to fill their skills gaps, including advising on suitable budgets/spend for media campaigns.

Creativity and Innovation

- Writing engaging recruitment adverts to attract candidates.
- Managing engaging social media recruitment campaigns.

<u>Job Scope</u>	Budget Holder	No
<p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 4x Recruitment Advisors 		

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council).

- Internal Hiring Managers, wider HR team, Finance, Communications, members, partner organisations such as advertising agencies, media agencies. General public and anyone that applies as a candidate.