



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Recruitment Manager

Grade: ME15

DIVISION/SECTION: Human Resources

Responsible to: Head of HR Advice and Consultancy

Responsible for: Recruitment consultant; Assistant recruitment consultant

Post number:

Date:

1. MAIN PURPOSE

- 1.1 The post holder will lead and manage and develop the council's central recruitment function – developing the service to be an expert hub for sourcing of high quality candidates for roles in LBM.
- 1.2 The post holder will lead on developing the council's IT infrastructure and processes that support and enable recruitment activity; looking for ways to improve the experience of hiring managers and candidates and making the process more efficient
- 1.3 The post holder will lead the council's work with hard to recruit job roles, such as social workers, developing and delivering creative solutions

2. MAIN DUTIES AND RESPONSIBILITIES

- To facilitate and ensure the provision of high quality advice to managers in Merton related to recruitment
- To manage a recruitment team that delivers high quality consultancy and supports managers to deliver the transactional processes linked to recruiting a member of staff
- To manage the recruitment team ensuring that recruitment, training, development, appraisal, performance, workload allocation, quality assurance, risk and other management activities are carried out in accordance with policy.
- To lead on the continuous development and maintenance of the end-to-end recruitment process, providing appropriate support and input at every stage of the journey from a vacancy being identified to a member of staff starting with the organisation

- To, over time, develop the team and work with the organisation to deliver a more consultancy approach to the delivery of recruitment activity
- To lead on the client engagement with the organisation around recruitment issues – including liaising with colleagues at all levels of the organisation and providing reports for DMTs, corporate boards and CMT as required.
- To manage the production of high quality performance indicators and other management information to help the organisation manage its recruitment
- To develop, and be responsible for the delivery of, creative solutions to source and recruit candidates for hard to fill vacancies. This should include, as long as it is needed, the delivery of the council's social worker recruitment strategy.
- To lead on the development and maintenance of the council's recruitment IT solution – ensuring that the technology available to the organisation to support recruitment is fit for purpose and meets organisational needs
- To have responsibility for the placing of job adverts with third party suppliers – ensuring value for money for the business and providing advice and guidance on the most effective recruitment routes.
- To lead work with other local authorities around shared recruitment initiatives, systems and other opportunities; representing the council's interests.
- To lead on the provision of recruitment support to schools – as detailed within the schools SLAs
- To keep abreast of legislative, policy and statutory changes that impact the delivery of the recruitment function on behalf of the whole organisation.
- To lead on the review of corporate recruitment strategies, policies and procedures
- To promote corporate recruitment and retention initiatives, such as exit interview procedures
- To project manage through to implementation HR resourcing, employee engagement and workforce planning initiatives
- To project manage the appointment of senior staff
- Takes part in/leads on tendering exercises where appropriate
- To champion data quality in the division, proactively appraising data produced by the service for robustness, ensuring that data quality issues are addressed, and corporate reporting requirements are met, as set out in the council's Data Quality Strategy. This should include the management of any paper files and the process for storing these appropriately.
- To be a part of the Human Resources leadership - participating in cross divisional work and representing the department elsewhere within the organisation as required
- To be responsible for their own personal development – taking the opportunities presented by the council and developing their own skills and experience where possible.
- To do any other task identified by their line manager or the Head of HR and that is commensurate to the level of the role.

**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Recruitment Manager
Grade: ME15

Qualifications and Experience

- Experience of delivering high quality recruitment consultancy to a large and diverse organisation
- Experience of delivering recruitment projects to successful outcomes or an equivalent qualification
- Experience of managing and developing staff

Skills and Knowledge

- Ability to work with colleagues to develop the recruitment and HR services in Merton
- Ability to work in partnership with a wide range of different managers with highly developed relationship management skills
- Ability to manage supplier relationships, achieving value for money for the organisation.
- Solutions and outcomes focussed

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Understanding of the principles of value for money and an ability to apply them in the delivery of support services
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team