

Recruitment Manager

HR

Overview	
Role Purpose	<p>To lead for the organisation on recruitment and resourcing strategies, ensuring an inclusive, efficient and effective service across NHG. To work with the HR Business Partners and the wider business to ensure that NHG attracts and recruits the best candidates.</p> <p>To design and deliver high quality employer brand activities to position NHG as an employer of choice. To manage and improve the candidate experience.</p> <p>To manage and maintain all recruitment and associated external partners and contracts</p>
Responsible for	Overseeing and ensuring the efficient and effective approach to attraction, selection, recruitment and on-boarding.
Reports to	Assistant Director of HR
Line management	Recruitment Resourcing Advisor x 2
Tier	6
Expectation Level	Team Manager
Role relationships	
Internal	Directors, Heads of Service, managers and staff, staff networks, HR team, procurement team
External	External suppliers, agencies, working groups and forums, specialist consultants

Manager / leadership criteria	
Functions	
Staff reports	Total: 2 Direct: 2 Indirect:
Budget size	Circa £200,000

Role accountabilities
Recruitment and resourcing strategies <ul style="list-style-type: none"> Lead for recruitment best practice and standards, providing intelligence, market information, support and challenge Seek out, develop, manage and maintain effective relationships with external partners, including recruitment agencies and assessment specialists; negotiate costs and service standards and monitor performance Work with the policy specialist to develop and maintain an effective recruitment policy, procedures, guidelines and templates to deliver a professionally structured recruitment process that will fulfil our diverse business requirements Continually review our recruitment processes to ensure positive candidate experience through effective and timely communication strategies and processes

Role accountabilities

Specialist operational advice

- Provide specialist advice and guidance to the HR Business Partners and HR Advisers and managers through the recruitment cycle, including candidate attraction, search, sourcing and assessment and selection techniques
- Coach the HR Business Partners and HR Advisers to develop candidate market awareness through networking (e.g. with agencies and MSP)
- Lead on the design, review and delivery of NHG's recruitment training for managers, working in partnership with the Equality, Diversity & Inclusion Lead and Talent & Learning Manager to ensure this links to management capability and NHG's approach to induction
- Review NHG's assessment suite, ensuring that it is fit for purpose and good value for money; work with HR Business Partners and HR Advisers to develop in-house assessments, utilising our assessment platforms to automate processes where appropriate
- Work with HR Services and HR Business Partners and HR Advisers to manage recruitment forecasting

Data, reporting and systems

- Lead as subject matter expert for the ATS, ensure that the accuracy and validity of data in the ATS is maintained by users
- Regularly analyse data and statistics to review and evaluate the effectiveness of processes, campaigns and assessments to form a schedule of service improvement in recruitment
- Utilise data to produce reports that identify trends, issues and offer future strategies for improvements
- Regularly analyse equality data to ensure that trends are identified and flagged to the appropriate HR Business Partner for discussion with the business

Employment brands

- Working with the Talent and Learning Manager, develop the NHG employer brand, EVP and promotion of NHG; ensure that employer brand activities communicate NHG's culture and support NHG to meet the pledges made to achieve a more diverse workforce, especially in leadership roles
- Work with the Talent and Learning Manager and communications team to develop and manage a social media strategy to support the employer brand, both internally and externally, maintaining NHG's external profile on relevant social media outlets
- Manage external recruitment events or other interventions to raise the profile of NHG and promote NHG as a great place to work

General

- Ensure that all diversity and inclusion implications are considered in the development policies, processes and strategies and in personal conduct across NHG
- Follow the financial regulations, policies and procedures at NHG
- Follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of other

Undertake corporate responsibilities as required, including leading investigations and hearings in formal processes across the business

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

Personal Specification	
Experience (executive)	
Essential	Desirable
<ul style="list-style-type: none"> Comprehensive experience of working with external partners such as recruitment, assessment and advertising agencies; including setting/managing service standards and budgets Experience of leading on recruitment and resourcing within a diverse organisation and/or extensive recruitment and resourcing expertise 	
Professional expertise (know how & experience)	
Essential	Desirable
<ul style="list-style-type: none"> Experience of developing an employer brand Developing and applying assessment and selection options Knowledge of recruitment compliance; right to work and DBS 	<ul style="list-style-type: none"> Knowledge of visa sponsorship
Skills	
Essential	Desirable
<ul style="list-style-type: none"> Exceptional communication, listening and influencing skills Excellent written and analytical skills Data analysis and report writing skills Psychometric testing 	<ul style="list-style-type: none"> Project management skills
Qualifications and/or professional membership	
Essential	Desirable
	<ul style="list-style-type: none"> Occupational testing CIPD qualified or equivalent qualification

NHG Expectations
<p>NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.</p> <p>This role is an Team Manager expectation level and therefore you should refer to the Team Manager expectation profile in addition to this role profile.</p> <p>The full NHG expectations framework is available on our external job site page and intranet, Milo.</p>

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.