

JOB DESCRIPTION

ASPIRE COMMUNITY BENEFIT SOCIETY LIMITED

POST TITLE Resourcing Manager

POST(S) TO WHICH DIRECTLY RESPONSIBLE Operations Director

POSTS(S) FOR WHICH DIRECTLY RESPONSIBLE Various Support Staff

PURPOSE OF THE JOB

The Resourcing Manager will be responsible for the provision of an efficient and effective Recruitment and Selection service and management of an internal staff bank.

RESPONSIBILITIES

JOB SUMMARY / MAIN PURPOSE

He/she will be responsible for ensuring that key objectives, relating to the Recruitment and Selection service are achieved. The Resourcing Manager will have the necessary skills to deliver an effective Resourcing service. Whilst he/she will have allocated responsibilities, he/she will be expected to work in collaboration with colleagues within the section to ensure the delivery of an effective and efficient service. He/she will also work closely with other members of the Human Resources Team, contributing to development of a range of initiatives and achievements of objectives.

MAIN DUTIES & RESPONSIBILITIES

- To ensure that they and their team promote and maintain a high standard of professional recruitment practice adhering to Safer Recruitment
- To provide advice and guidance on all aspects of the Human Resources function relating to recruitment and selection matters and associated terms and conditions.
- To develop and manage an internal staff bank
- To work as partners to the operations team and seek constant improvement to our resourcing processes to ensure the most safe and efficient safe resourcing is embedded across Aspire
- To provide regular reports to SMT on recruitment and selection activity
- To place successful candidates as required

- To quality control resourcing process
- To deliver recruitment and selection training to managers across Aspire and to keep the material delivered under continuous review ensuring that it remains current and up to date.
- Responsible for investigating and responding to problems, enquiries and complaints.
- To respond to any Data Protection and Freedom of Information requests received within their team.
- Undertake specific projects within the HR function as required.

PEOPLE MANAGEMENT AND DEVELOPMENT

- To manage a team of Resource staff.
- To encourage continuous improvement and innovation within the team.
- To delegate appropriate responsibility and authority to the level of staff within his/her control, consistent with effective decision making, whilst retaining responsibility for results.
- To review the contribution of their staff on a regular basis and to provide direction on personal development requirements and action in accordance appraisal objectives
- To maintain good staff relationships and morale amongst staff reporting to him/her, through effective feedback, recognition, appraisal and development.
- To lead by example to ensure that Aspire demonstrates commitment, through its culture and actions, for all aspects of diversity in the population it serves and the staff who provide the services.
- To promote the corporate values and culture of the organisation through the development and implementation of relevant policies and procedures and appropriate personal behaviour.
- To participate as required in the selection and appointment of staff reporting to him/her in accordance with procedures laid down by Aspire
- To promote Aspires policies on Equality of Opportunity and the promotion of good relations, through his/her actions and to ensure that these policies are adhered to by staff for whom he/she has a responsibility

- To contribute to Aspires overall corporate and integrated governance processes to ensure its compliance with public sector values and codes of conduct, operations and accountability
- To contribute as an effective member of the HR team.
- To take responsibility for his/her own performance and to identify personal development areas.
- Organise and participate in briefings and training events as appropriate to the post-holders area of responsibility.
- To undertake research relevant to the responsibilities of the post.
- To support the senior manager in the development of relevant policies within the Recruitment and Selection function.
- To keep up to date with current developments in the field of recruitment and selection.
- Responsibility of the selection and appointment of staff.

QUALITY

- To audit staff's compliance with pre-employment checking in accordance with Aspires Safer Recruitment and Employment Practices Guidance and associated policies.
- To monitor their team's compliance with the Recruitment and Selection standards and to identify and address any arising issues.
- To audit staff compliance with appropriate recording and record keeping.
- To contribute towards the achievement of the Human Resources Strategy.

RISK MANAGEMENT

- Assist in the identification and management of all risks within the Recruitment and Selection team

General Responsibilities

- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.

- Adhere to Equality and Diversity in their duties throughout the course of their employment.
- Maintain high standards of personal accountability.
- Comply with Aspires Code of Conduct.

This Job Description is subject to review in light of changing circumstances and is not intended to be inflexible but should be regarded as proving guidelines. Other duties of a similar nature and appropriate to the post may be assigned from time to time by the Operations Director

Clause: This job description is not meant to be definitive and may be amended to meet the changing needs Aspire.

PHYSICAL CONDITIONS

The post holder will be based at:

Aspire Community Benefit Society

Westfield Chambers

Westfield Business Park

Lower Wortley Road

Leeds

LS12 4PX

SOCIAL CONDITIONS

The Service is available 24 hours per day, 7 days per week, 365 days per year. Standard hours are 37 per week worked on a flexible variable rota basis which includes weekends, evenings, sleep in duties (if required) and bank holiday working. Flexible ways of working will be required and an ability to accommodate different lifestyles, goals and aspirations of individual customers.

PROSPECTS

Promotion

Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within Aspire which potentially provide the opportunity for career

progression.

Any subsequent vacancies will be filled in compliance with agreed Aspire procedures.

Training

Aspire has a positive commitment to the training and development of employees in all areas of its activities.

Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

QUALIFICATIONS

It is essential that you hold at least 5 GCSE's or equivalent.

SPECIAL CONDITIONS

The post holder must have at least 5 years' experience in the Recruitment Industry

Job Description Prepared / Reviewed:

Chief Executive/ Operations Director

Date: 01/08/2015

Person Specification

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The "Essential Requirements" indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under "Desirable Requirements" are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

ESSENTIAL REQUIREMENTS

SKILLS

Ability to provide leadership.

Ability to communicate and present complex and contentious information in the most appropriate formats to a wide range of stakeholders.

Ability to promote good working relationships with a wide range of stakeholders in order to produce high value output and the achievement of shared objectives.

Ability to analyse complex information from a variety of sources with regard to social care policy and business planning.

Ability to use various forms of information technology.

Ability to motivate and demonstrate competence whilst developing staff.

Ability to prioritise work and that of others and to manage time effectively.

Ability to manage constant and conflicting demands.

Ability to manage, support and implement change.

Able to promote performance and quality standards by maintaining and reviewing all relevant documentation.

Able to interpret and implement Aspires policies, legislation and trends relating to the user group and in accordance with Aspires values, KPI's and strategies.

KNOWLEDGE

In depth knowledge of recruitment and resourcing

Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable adults with in a social care setting.

Of diversity issues within local communities.

Knowledge of the Care Quality Commission regulations (CQC)

Of the roles and key issues affecting all major stakeholders.

Of the contribution that effective planning and development makes to the delivery of high quality, high value social care services.

EXPERIENCE

At least 2 years' experience of working in the field of Recruitment/Resourcing

Of Multi-agency working.

Of working to targets and in the production of high quality output in the face of tight timescales.

Of using initiative and a commitment to developing systems and procedures

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS.

Ability to understand and observe the Aspires Equal and Diversity Policy

To carry out all duties having regard to an employee's responsibility under Aspires Health & Safety Policies

Willingness to actively participate in training and development activities to ensure up to date knowledge and skills

DESIRABLE REQUIREMENTS

SKILLS

Ability to work with a variety of electronic communications and technology.

Ability to drive

KNOWLEDGE

Local knowledge of the area.

Of current trends within learning disability services.

EXPERIENCE

Of managing a team

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

Knowledge of the problems of disadvantaged groups.