

## Job Description & Person Specification

<b>Job Title:</b>	Resourcing Manager
<b>Service / Provision:</b>	Central Services – People Services
<b>Job Family:</b>	Support Staff
<b>Line Manager:</b>	Head of Resourcing
<b>Salary Band:</b>	E 1 – 5
<b>Annex:</b>	Please ensure you refer to Annex 1 with this Job Description

Under the direction of the Head of Resourcing, lead your regional Resourcing team within the Multi Academy Trust (MAT) to ensure a fully comprehensive, robust and positive recruiting service and experience is delivered. Provide support to the Head of Resourcing on projects and KPIs, facilitating resourcing training, acting as a specialist for resourcing and in education recruitment, supporting stakeholders and candidates on the correct process and requirements.

Client Relationship Management (CRM) internally and externally, along with Continued Professional Development (CPD) for your Resourcing team (which may extend to other regional teams as agreed with the Head of Resourcing) will be a flair for you. You will be able to build relationships and effectively engage with Headteachers (HT)/Heads of Service (HoS), Finance, Operations and People colleagues across the Trust to ensure procedures are adhered to; in line with legislation and maintain compliance.

### Key accountabilities, duties and responsibilities:

#### Recruitment and onboarding

- Lead the correct recruitment process for newly recruited employees from start to finish including preparation of full application packs, checking paperwork, supporting and guiding the Resourcing team with completing DBS and Occupational Health and Reference submissions, ensuring that all due diligence checks are completed correctly. Ensuring these are managed by the Resourcing Officer (RO) in a timely manner and ensuring the needs of the provisions are met.
- Ensure Brunel builds and maintains effectively used talent pools within the organisation to support the needs of the organisation
- Design and execute innovative recruitment strategies to attract a diverse and inclusive candidate resource and position Brunel as a preferred employer in the area
- Continually review the business need and ensure regular interviews and 'open or experience days' happen to attract new employees.
- Develop the regional Resourcing KPIs (including labour turnover) and liaise closely with the Head of Resourcing to ensure that these are updated weekly and/or monthly as appropriate
- Recruit casual employees for Brunel with specific skill sets to make a bank for each EP/ Service
- Working with Senior Leadership Teams (SLT) of Education Provisions (EPs/Services), lead on reviewing staffing capacity for your region including casual, temporary and permanent opportunities within Brunel and work with the Head of Resourcing and appropriate Trust colleagues as required to forecast future resourcing proactively

- Lead on EP/ Services specialist recruitment needs and leadership recruitment that matches to the organisation's needs
- To support new employees in their role, this including all mandatory training as part of induction
- Ensure all record keeping of mandatory training is maintained effectively and returned in good time per process
- Attend and participate in regular recruitment related meetings
- Develop relationships with appropriate 3<sup>rd</sup> party recruitment agencies or suppliers for process, able to negotiate effectively and maintain relationships and process

#### **Additional responsibilities within the role**

- Directly line manage the Resourcing team of the region
- Lead and advise on business review for areas of cost reduction for the organisation for the region
- To support, lead and deliver on apprenticeship recruitment for the region as required by the Head of Resourcing
- Support the Head of Resourcing in projects as required and TUPE transfer preparation and mergers for a seamless service transfer for the region or as required
- Conduct weekly, monthly or termly reporting as required by the Head of Resourcing, reflecting on trends and review of service improvement and efficiency
- Support the Head of Resourcing in working collaboratively with the Development Team, to develop the employer brand
- Ensure resourcing branding is reflective in line with Brunel's Development Team formats and then implement accordingly
- Liaise with the Development team on any events where branding and merchandise is required
- Lead to ensure the Brunel brand is always reflective and represented in a professional manner at all events
- Develop and implement a calendar for recruiting events for you/your team to promote the Brand and engage early with candidates to the region as this grows for the Trust

<b>Tasks/duties</b>	<b>Essential skills</b>	<b>Desirable skills</b>
Qualifications & Training	<ul style="list-style-type: none"> <li>• Have relevant qualifications including passes at GCSE in Maths and English or demonstrable knowledge, professional development and experience relevant for the role</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally have or be prepared to study a MREC or equivalent Recruitment qualification</li> <li>• Safeguarding training</li> <li>• Safer Recruitment training</li> <li>• Prevent training</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Be highly organised with excellent Resourcing/Recruitment/Talent Acquisition partnering skills to influence, lead and engage to work harmoniously, efficiently and often under pressure</li> <li>• Demonstrate a strategic approach to delivering and executing effective recruiting services</li> <li>• Have sound knowledge to demonstrate recruitment processes</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally have experience of line management accountabilities, or be willing to learn and train for these essential skills</li> <li>• Experience in use and effectiveness of Applicant Tracking Systems (ATS)</li> <li>• Experience in use of HRMIS's</li> </ul>

	<p>and practises in an education setting and/or business environment</p> <ul style="list-style-type: none"> <li>• Solid understanding of Recruitment practices, procedures; able to handle multiple projects and report on outcomes</li> <li>• Be highly proficient in Word, Outlook, and Excel and ideally have experience of using databases</li> <li>• Full recruiting lifecycle experience from resource need to induction</li> <li>• Strong Client Relationship Management (CRM) at all levels</li> </ul>	
Skills & Abilities	<ul style="list-style-type: none"> <li>• Be flexible, with a 'can-do' approach and the ability to work independently and as a team</li> <li>• Have the ability to prioritise and work accurately with attention to detail</li> <li>• Have excellent communication skills, both verbally and written and demonstrate these where required</li> <li>• Able to keep calm under pressure and able to prioritise effectively</li> <li>• Demonstrate excellent communication and influencing skills</li> <li>• An excellent passion to deliver through attention to detail on all tasks and projects with a logical/ methodical approach and style</li> <li>• Assertive, able to quickly establish integrity with a realistic and flexible approach whilst building relationships at all levels within the organisation</li> <li>• Apparent ability to investigate, analyse and problem solve to implement appropriate counter measures where appropriate in communication with the HoR</li> <li>• Always understand and respect sensitivity of personal information to ensure confidentiality of all written and verbal communications</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience of influencing all levels within an organisation</li> <li>• Demonstrate delivery of results with sustained improvements in a recruitment, Learning &amp; Development role</li> </ul>