Senior HR Practitioner – Recruitment and Resourcing

£41,551 - £51,936

10 Woodcock Street, Aston

Fixed Term Contract for up to 12 months to cover maternity leave

Working 36.5 hours per week

You will be responsible for the delivery of recruitment and resourcing requirements across the Council including working with HR colleagues and service users to review recruitment strategy, policies and processes to ensure their effectiveness and usability, as well as managing the day to day delivery of recruitment and resourcing services including the job evaluation process to meet customer requirements, agreed KPIs within the budget available.

The role will require someone with very strong people management skills with experience of improving and streamlining processes as well as extensive experience and knowledge of current recruitment practice. The successful candidate will also ideally have implementing new ways of working relying on IT systems and managing projects working with a number of internal and external stakeholders.

Ref: R2212016J

Closing date: 7th October 2016

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
Change and Support Services

Job Description

Post: Senior HR Practitioner  
Salary/Grade: GR6

Division: Human Resources  
Section: HR Operations

1. **Job Purpose**
   1.1 To lead HR strategy and policy to enable employees and councillors, working with partners, to formulate and realise council objectives and priorities.
   
   1.2 To advance and lead the provision of technically competent, solution focused advice, guidance and support services, in line with the council’s values and behaviours, to enable delivery of council policy and goals through effective people management.
   
   1.3 To lead and drive continuous service and practice improvement to establish and maintain a proactive, and learning culture.
   
   1.4 To lead and manage (either directly or indirectly), as part of a flexible and responsive HR service, designated service areas, projects or strategic agenda according to the needs and priorities of the business

2. **Duties and Responsibilities**
   
   2.1 To take personal responsibility for maintaining a comprehensive knowledge of, and for advancing best practice in employment and HR matters, in line with developments within relevant legislation, case law and theoretical models.
   
   2.3 To ensure a thorough knowledge and understanding of local government, at a local, regional and national level to enable the formulation of effective and relevant HR strategy and policy.
   
   2.4 To initiate and lead the development of strategy and policy, projects, programmes and teams which are aligned to the council’s values and promote the desired behaviours.
   
   2.5 To lead and enable evidence based decision making through the use of, for example HR metrics, intelligence and analysis, to instigate and measure the effectiveness of changes to strategy and policy.
   
   2.6 To organise personal workload and influence priorities of HR strategy and the HR function in support of current and emerging organisational priorities.
2.7 To collaborate with colleagues within the HR service, other support services, the business and external agencies as relevant and appropriate, so that outcomes are congruent and can be achieved in an integrated and streamlined way – maximising the benefits of sharing learning, intelligence and resources.

2.8 To apply the use of initiative based on professional experience, skill and knowledge of the designated area of activity, so that assessment of issues, planning of work, management of risk, and execution of tasks can be approached creatively, proactively, pragmatically and efficiently.

2.9 To provide professional high level strategic HR support and advice on complex HR matters and represent the Council at employment tribunal hearings.

2.10 To maintain an awareness of key strategic and policy issues within Birmingham City Council and its partners.

2.11 Personally act in accordance with BCCs values and behaviours and maintain and develop interpersonal skills and take personal responsibility for ensuring professional standards are maintained across the HR service.

2.12 To deputise for colleagues where appropriate.

2.13 To be responsible for ensuring that management and service delivery are compliant with BCC Equal Opportunities policy and that equality and diversity are a key business focus.

Specialist Responsibilities

In addition to the core generic requirements of this role, a number of specialist roles may be allocated by the Head of Service depending on individual skills and experience and business need. The specialist roles and responsibilities and knowledge, skills and experience requirements are summarised within the schedule accompanying this job description.

3. Supervision Received

3.1 Supervising Officer Job Title – Assistant Director

3.2 Level of Supervision

1. Regularly supervised with work checked by supervisor.  
   or

2. Left to work within established guidelines subject to scrutiny by supervisor.  
   or

3. Plan own work to ensure the meeting of defined objectives.

4. Supervision Given (excludes those who are indirectly supervised i.e. through others).
<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range of HR roles</td>
<td>GR3 to 5</td>
<td>c.20</td>
<td>2 and 3</td>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Observance of the **City Council’s Equal Opportunities Policy** will be required.
## Person Specification

**JOB TITLE:** Senior HR Practitioner  
**GRADE:** GR6  
**DIVISION:** Human Resources  
**SECTION:** HR Operations

### KEY Method of Assessment (M.O.A.):  
AF - Application Form  
I - Interview  
T - Test  
P - Presentation

<table>
<thead>
<tr>
<th>VALUES &amp; BEHAVIOIRS</th>
<th>Able to demonstrate commitment to the Council’s Values and Behaviours</th>
<th>I, T</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVERSITY</td>
<td>Shows respect for diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, sexual orientation, appearance or position. Ability to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity.</td>
<td>I</td>
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</table>

### EXPERIENCE  
**M.O.A.**

- Extensive experienced leader of HR or OD with extensive knowledge across a range of areas or a specialist area dependant on the nature of the particular SHRP role.  
  - AF, I
- Extensive experience of developing strategy in line with business objectives and priorities and leading the delivery of successful projects, service improvement or change initiatives and measuring the impact.  
  - AF, I
- Experience of delivering outcomes through line and team management (direct or indirect) and able to provide demonstrable evidence or strategies used to improve performance.  
  - AF, I
- Evidence of persuasion and influencing skills at senior management level, including with elected members, including over a range of contentious issues.  
  - AF, I

### COMPETENCIES  
**Definition for this role**

- Strategic and Innovative thinking  
  - Able to take a whole systems approach to developing strategies and plans ensuring alignment with corporate priorities and objectives. Ability to think strategically and to develop and implement proactive HR solutions. Drives strategy, accurately assessing risk. Develops and aligns HR strategy, services and advice with organisational goals. Focuses delivery against agreed goals and targets.  
  - I, P
<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influencing and Persuasion</td>
<td>Successfully persuades and influences individuals and groups including senior managers, external stakeholders, elected members and Trade Unions on issues of complexity and sensitivity. Listens well and has the ability to use a range of consultation and engagement tools to gain stakeholder buy in.</td>
<td>I, P</td>
</tr>
<tr>
<td>Leadership and Management</td>
<td>Considers issues, opportunities and implications of actions to achieve organisational/project goals. Enables effective management of risk. Leads and motivates teams, creating a positive environment which encourages open discussion and innovation, supports performance and builds capability.</td>
<td>I, T</td>
</tr>
<tr>
<td>Change and Project Management</td>
<td>Focuses on results, taking personal responsibility for delivering on performance objectives and delivers high quality services. Able to lead projects within a complex framework and deliver against them. Leads and promotes change, considering options and taking forward new initiatives. Delivers against team, personal and organisational objectives, demonstrating motivation and conscientiousness. Actively supports and participates in the implementation of change projects and operational activities.</td>
<td>I, T, P</td>
</tr>
<tr>
<td>9. Communication and Analysis skills</td>
<td>Ability to communicate effectively verbally and in writing across a range of contexts including the ability to present concise and accurate information to a wide and varied audiences, adapting style and content to needs of the audience and checking understanding. Ability to understand and interpret complex written reports, policy documents, trends and statistics, including the ability to critically evaluate information and plan accordingly.</td>
<td>AF, I, T, P</td>
</tr>
<tr>
<td>10. TRAINING</td>
<td>MCIPD and evidence of ongoing continuous development</td>
<td>AF, I</td>
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</table>

**ALL STAFF MUST ADHERE TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY**
<table>
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<th>Recruitment and Resourcing Specialism</th>
<th>Grade:</th>
<th>GR6</th>
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To work with the HR Operations Manager to deliver recruitment and resourcing requirements across the Council including the delivery of a marketing strategy and undertaking innovative approaches in order to fill all business critical and non-critical vacancies.

### Roles and Responsibilities

<table>
<thead>
<tr>
<th>Person Specification (knowledge, skill and experience requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To support the improvement agenda in Children’s Services through the effective recruitment of social workers and other critical employees and to deliver the relevant actions in the agreed workforce strategy.</td>
</tr>
<tr>
<td>Up to date knowledge of best practice in recruitment and resourcing, relevant legislation and compliance</td>
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<td>Support the AD, HR Operations to develop a strategy to lead HR Operations through the Council’s change agenda, setting out the target model, designing and implementing a detailed action plan. This will initially be focused on HR, however will also align with the developing integrated support services model.</td>
</tr>
<tr>
<td>Ability to manage operational teams and ensure customer focused, effective delivery in line with agreed targets and priorities.</td>
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<td>To work collectively with the other Senior HR Practitioners in Tier One to ensure ongoing improvement, efficiencies and the delivery of a joined up operational HR service that meets the needs of the Council as it continues to change.</td>
</tr>
<tr>
<td>Ability to deliver change and improvement projects in line with agreed plans and priorities.</td>
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<td>Develop an employee brand and marketing strategy for recruitment and use innovative approaches particularly in business critical vacancies and to utilise networks in order to attract good quality, experienced candidates from a range of sources.</td>
</tr>
<tr>
<td>A good understanding of the Council and the change agenda in order to deliver upon workforce plans.</td>
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<td>To work with HR colleagues and service users to review recruitment policies and processes to ensure their effectiveness and usability. To manage the day to day delivery of recruitment and resourcing services including the job evaluation process to meet customer requirements, agreed KPIs within the budget available.</td>
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<td>To support the recruitment of senior officers and the provision of ongoing HR admin support to this group.</td>
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<th>Person Specification (knowledge, skill and experience requirements)</th>
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<td>Assist in the exploration and implementation of technology to support the effective</td>
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Major Projects for the next 12 months

Implementation of WME Talent Link e-Recruitment System and review of operational processes including:

- Implementation of interim recruitment process to deliver immediate efficiencies
- Review of proposed corporate induction programme and implementation
- Improve data and reporting available on recruitment activity
- Channel shift from multiple inboxes to use of EIC in line with other operational teams within HR
- Establishment of Specialist Recruitment Project Pool, including support selection activity, campaign management, hard to fill, R&S training and volume recruitment
- Production of monthly performance data against defined targets.

Mobilisation of new Agency Worker Provision including:

- Design and implementation of new process
- Transition of data from current system to new provider
- Transition of workers current PBA workers onto standard agency arrangements
- Provision of expert advice and guidance on AWR and BCCs policy on the usage of agency workers
- Understanding of HMRC requirements relating to IR35
- Oversee provision of data on agency usage and FOIs
- Work in partnership with CPS to deliver effective contract management

Review of Priority Mover Policy and Service including:

- Review current principals and remove role of link officer, implement PM application form per EOI and all supporting documentation.
- Improve reporting on PM activity

Review of Lateral Moves Policy and Service including:

- Review of current process and offering of targeted activity
- Improve reporting on Lateral Move activity