

# Job Description and Person Specification

## Recruitment Manager

A Lambeth to be proud of



**Job Title:** Recruitment Manager

**Team:** Employment Services

**Division:** Human Resources & Organisation Development

**Business Unit:** Resources

**Grade:** PO6

**Reports to:** Assistant Director Employment Services

**Responsible for:** Recruitment Officer PO2 X4  
Recruitment Support Officer Scale 6 X2

## Context

The HR and Organisational Development function leads and enables organisational development, workforce strategy and change, delivering a strategic and digitally enabled people offer that advances equity and justice and supports the Council's priorities.

The function is structured across three interconnected areas:

- **HR Business Partnering and Employee Relations**
- **Employment Services**
- **Organisational Development and Inclusion**

These areas work together to provide an end-to-end people service, supporting organisational performance, workforce sustainability and consistent, high quality people management practice.

## Job Purpose

To lead the Council's recruitment and resourcing function, ensuring the delivery of efficient, compliant and inclusive recruitment services that support workforce planning, organisational performance and equitable workforce outcomes.

The role is responsible for the operational delivery, governance and continuous improvement of recruitment, resourcing and temporary workforce arrangements, including agency and consultancy engagements, senior level and Member appointments and safer recruitment practices.

Reporting to the Assistant Director Employment Services, the postholder leads the Recruitment service to deliver a high quality, customer focused recruitment offer aligned to organisational priorities, equity and justice commitments and statutory requirements, and acts as the Council's subject matter expert on inclusive recruitment practice and capability building.

## **Key Areas of Responsibilities**

### **Recruitment and Resourcing Delivery**

- Lead the delivery of end-to-end recruitment and resourcing services, ensuring efficient, timely and high-quality recruitment processes across the Council
- Ensure recruitment activity supports workforce planning priorities and organisational performance
- Oversee recruitment campaigns, including senior and high profile roles, ensuring consistent, high quality and professional delivery

### **Senior Level and Member Appointments**

- Lead and coordinate recruitment activity for senior level and Member related appointments, including statutory and senior leadership roles, ensuring robust, compliant and transparent processes
- Work with Directors, Members and senior stakeholders to plan and deliver senior recruitment activity, ensuring appropriate governance, oversight and candidate experience
- Ensure all senior level recruitment activity meets statutory, governance and constitutional requirements

### **Agency, Consultancy and IR35 Governance**

- Lead the management and governance of agency and consultancy engagements across the Council, ensuring compliance with corporate policy, procurement requirements and IR35 legislation
- Provide oversight and assurance of all agency and consultancy arrangements, including appropriate use, approvals and cost control
- Act as the lead for IR35 assessments and compliance, providing guidance and oversight to services

### **Safer Recruitment and DBS Governance**

- Act as a DBS Counter Signatory and support the Council's safer recruitment responsibilities and safeguarding arrangements
- Lead operational safer recruitment practice, ensuring recruitment processes comply with safeguarding requirements and statutory guidance
- Work in partnership with the Assistant Director Employment Services to provide corporate leadership and assurance on safer recruitment

### **Contracts and Supplier Management**

- Lead the management of recruitment and agency contracts within the Employment Services remit, ensuring value for money, compliance and effective supplier performance
- Work with procurement and finance colleagues to manage contracts, performance and renewal activity

## **Policy, Compliance and Governance**

- Lead the development and implementation of recruitment and resourcing policies, procedures and guidance
- Ensure recruitment activity complies with employment legislation, safeguarding, equality legislation, IR35 and corporate governance requirements
- Provide assurance reporting on recruitment activity, agency usage and workforce compliance

## **Equity and Justice, Inclusive Recruitment and Workforce Outcomes**

- Lead the development and implementation of inclusive recruitment approaches that support equitable workforce outcomes
- Act as one of the subject matter experts for inclusive recruitment, ensuring practice is fair, transparent and accessible
- Work in partnership with the Learning team to design and deliver recruitment related training and guidance for managers and services
- Ensure recruitment policies, guidance and training reflect inclusive practice, equity and justice commitments and current legislation
- Use recruitment data and insight to identify disparities and inform targeted action to improve workforce diversity and outcomes

## **Customer Experience and Service Delivery**

- Ensure a high quality, customer focused recruitment service for managers, candidates and stakeholders
- Promote consistent, efficient and professional recruitment processes and candidate experience

## **Leadership and Team Management**

- Lead and develop the Recruitment team, ensuring high performance, clear standards and effective service delivery
- Manage team performance, capability and development, creating a positive and inclusive team culture

## **Partnership Working**

- Work closely with HR Business Partnering, Employee Relations, Employee Services and OD and Inclusion colleagues to ensure aligned and coordinated people services
- Work in partnership with the Learning, Talent and Organisational Development teams to ensure recruitment practice, guidance and capability building is aligned and consistent
- Work with services and senior stakeholders to plan and deliver recruitment activity aligned to workforce needs

## **Continuous Improvement and Insight**

- Use recruitment data and insight to monitor performance, identify risks and inform service improvement

- Lead continuous improvement of recruitment processes, systems and digital recruitment platforms

### **Flexibility**

The above is not an exhaustive list and the role holder may be required to undertake additional or alternative tasks and duties as the needs of the business dictate, provided they are within the individual's capabilities and skills set at an appropriate level.

### **Variation**

This is a description of the job as required at the date shown. It is the practice of the Authority to periodically review job descriptions, update them and ensure that they relate to the job performed or incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Director of HR and Organisational Development reserves the right to make changes to the job description following consultation.

## PERSON SPECIFICATION

|                                                                                                                                                                                                                                          |    |                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
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| It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).                            |    |                                                                                                                                                                                                                                                                                                                                                                                                                               | Shortlisting Criteria |
| You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.                                                                                                |    |                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form. |    |                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.                                                                                                                                   |    |                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| Key Knowledge                                                                                                                                                                                                                            | K1 | Knowledge of end to end recruitment practice, including safer recruitment and DBS requirements                                                                                                                                                                                                                                                                                                                                | ✓A                    |
|                                                                                                                                                                                                                                          | K2 | Knowledge of agency and consultancy engagement and IR35 governance                                                                                                                                                                                                                                                                                                                                                            |                       |
|                                                                                                                                                                                                                                          | K3 | Understanding of inclusive recruitment practice that supports equity and justice outcomes                                                                                                                                                                                                                                                                                                                                     | ✓A                    |
|                                                                                                                                                                                                                                          | K4 | Understanding of recruitment systems, data and insight and how this informs workforce decisions                                                                                                                                                                                                                                                                                                                               |                       |
| Relevant Experience                                                                                                                                                                                                                      | E1 | Experience of leading recruitment services and managing recruitment operations                                                                                                                                                                                                                                                                                                                                                | ✓A                    |
|                                                                                                                                                                                                                                          | E2 | Experience of delivering senior level or high profile recruitment and working with senior stakeholders and governance processes                                                                                                                                                                                                                                                                                               |                       |
|                                                                                                                                                                                                                                          | E3 | Experience of managing agency or contingent workforce arrangements and ensuring compliance with policy and IR35 requirements                                                                                                                                                                                                                                                                                                  | ✓A                    |
|                                                                                                                                                                                                                                          | E4 | Experience of improving recruitment policy, practice or service delivery                                                                                                                                                                                                                                                                                                                                                      |                       |
|                                                                                                                                                                                                                                          | E5 | Experience of using recruitment data to inform decisions and address workforce disparities                                                                                                                                                                                                                                                                                                                                    |                       |
|                                                                                                                                                                                                                                          | E6 | Experience of leading and developing staff to deliver a high quality service                                                                                                                                                                                                                                                                                                                                                  | ✓A                    |
| Qualification                                                                                                                                                                                                                            | Q1 | CIPD Level 5 or equivalent professional knowledge gained through relevant experience                                                                                                                                                                                                                                                                                                                                          |                       |
| Core Values and Behaviours                                                                                                                                                                                                               |    | <div>Equity</div> <div><ul style="list-style-type: none"><li>Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li><li>Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li><li>Take time to build trust, building the respect of our stakeholders and ensuring as a team</li></ul></div> |                       |

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|  |  | <p>we take accountability for doing what we agree to do.</p> <ul style="list-style-type: none"> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|  |  | <p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul> |  |
|  |  | <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

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|  |  | <ul style="list-style-type: none"> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul> |  |
|  |  | <p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> </ul>                                                                                                                                     |  |

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|  |  | <ul style="list-style-type: none"><li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li></ul> |  |
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