

JOB DESCRIPTION

JOB TITLE:	Resourcing Partner
MANAGED BY:	Talent Acquisition Manager
GRADE:	Grade 9 £41,511 to £44,711

ROLE OVERVIEW

Approx. size of team	No direct reports
Key accountabilities:	<ul style="list-style-type: none"> Trusted advisor for recruiting stakeholders across all directorates with end to end internal & external resourcing for permanent & fixed term vacancies and contingent requirements. Documenting and owning temporary, interim and contract hiring processes and policies, managing our vendor and ensuring compliance and value for money. Owing and contributing to Resourcing projects and workstreams that are part of the HR function's programme of improvement.
Key relationships:	<ul style="list-style-type: none"> Resourcing Team HR, L&D & Comms teams Hiring stakeholders Finance

THE ROLE

An integral part of HR function, the job holder will lead and be responsible for the Mayor Combined Authority's (MCA) resourcing needs, including wider support to the HR and Resourcing function, in line with the organisation's strategic goals and values.

Using Tribepad as our operational recruitment platform, you will lead full recruitment and resourcing processes, from job identification to onboarding, as well as provide strategic recruitment and resourcing advice. Working with senior internal stakeholders, the job holder will support and contribute to the delivery of key resourcing objectives,

projects and priorities. In addition, the post holder will support our HRBPs to create and strategically resource effective workforce planning, and will deliver effective marketing and talent pooling strategies in line with budget, MCA aims and operational requirements.

The job holder will research and develop effective talent attraction routes for all roles, including interim routes where appropriate, and will devise and ensure the implementation of relevant resourcing policies and processes as required. By partnering with senior leaders, the role will ensure that directorate and service recruitment needs, aims and resource plans are effectively delivered, whilst also raising the profile of the MCA on a national and local level with the promotion of being 'employer of choice'.

Key to the role will be increasing the application rate of high-quality candidates by advising on attraction and selection practice, with a diversity-first approach, and delivering longer term talent acquisition solution such as strategic talent pooling, succession planning and proactive recruitment campaigns.

The job holder will also lead on the MCA's operational plans and requests to hire temporary, interim and contract resource, with a focus on compliance, accurate reporting and best practice whilst reducing third party costs through reduction on reliance on the engagement of contingent workers.

KEY RESPONSIBILITIES

- To lead and influence a highly efficient end to end resourcing process, owning vacancies to conclusion, including the creation and delivery of advertising strategies and having oversight of the onboarding process.
- Support the promotion and creation of roles, including the job evaluation process
- Support continuous improvement aims, such as maximising the functionality of the tools and platforms utilised by the HR Resourcing function and communicating improvements and new ways of working.
- Managing candidates and hiring processes through the Tribepad ATS, ensuring it is compliant, updated and processed in line with operational policies.
- Ensure oversight of the provision of temporary and contingent staff, building and maintaining relationship with the MCA's Managed Service Provider (MSP) and making sure new starters are compliant in line with legislation and internal processes.
- To build relationships with hiring stakeholders across the MCA, collaborating with HRBPs and senior managers on identifying current and future resourcing requirements.
- To lead and project manage the delivery of key resourcing projects, such as creating a talent pool strategy and operational delivery plan, in line with the MCA's strategic goals.
- To research and identify appropriate attraction routes into the MCA utilising budgets to enhance our return on investment (ROI)
- To collaborate with HR colleagues to lead and develop alternative and creative

ways to bring the best talent into the MCA, including apprenticeship schemes, internship, (for example Civil Service Fast Streamers), and graduate schemes.

- To work in partnership with the wider HR team in delivering key management objectives.
- To directly deliver resourcing training across the MCA working with Senior managers to obtain feedback to identify the resourcing learning needs.
- Provide coaching, and where required line management, to the Resourcing Advisor and Resourcing Administrator.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- CIPD Qualified, or equivalent knowledge and experience
- Strong knowledge and understanding of employment law
- Knowledge of public sector resourcing and the regulatory environment in which it operates.
- Knowledge of equality and diversity best practice

Experience

- Significant experience in an internal resourcing or recruitment role within a public sector organisation.
- Short to medium-term resource and workforce planning in partnership with operational business leads.
- Recommending and utilising range of routes to market, with the ability to strategically assess the most appropriate route according to best practice and business need.
- Facilitating a variety of contract types to fulfil resource needs, such as contingent workers, interim staff, consultants and contractors along with other contract types such as secondments and casual staff.
- Supporting the promotion and creation of roles, leading the job evaluation process
- Providing expertise for marketing & attraction campaigns, ensuring the MCA is promoted as an employer of choice.
- Successful project implementation and monitoring.

Skills and Competencies

- Ability to navigate frameworks and regulations to achieve contingent resourcing solutions that deliver on time and on budget.
- Skilled in deploying and facilitating the full recruitment process, legislation, and best practice.
- Highly developed interpersonal skills with a proven ability to develop and maintain effective and positive relationships internally and externally.
- Excellent influencing and negotiating skills.

- Ability to be innovative and creative, taking a business-focused approach to solving organisational recruitment challenges.
- Ability to constructively challenge at all levels of the organisation, relying on professional knowledge and experience to propose solutions.
- Analysing data to make strategic decisions and recommendations.
- Ability to put DEI at the heart of recruitment processes, policies and campaigns.

DESIRABLE

Qualifications and Knowledge

- Bachelor's degree, in a relevant discipline (HR, Business Management).
- Knowledge of Hay Method job evaluation.
- Knowledge of the early careers landscape and routes to market.

Experience

- Working within a unionised and politicised environment.
- Managing suppliers and vendors through a Preferred Supplier List (PSL), such as a Managed Service Provider (MSP)
- Identifying and recommendations careers pathways.

Skills and Competencies

- Job design and evaluation in line with industry best practice
- Ability to create and deliver recruitment and selection training
- Talent pooling strategies that support future workforce and hiring plans