WEST OF ENGLAND | MAYORAL COMBINED AUTHORITY

JOB DESCRIPTION

JOB TITLE:	**Resourcing Partner**
MANAGED BY:	**Talent Acquisition Manager**
GRADE:	Grade 9

ROLE OVERVIEW

Approx. size of team	Resourcing Team of 5 No direct reports
Key accountabilities:	• **Delivering operational resourcing** – getting the right people into the organisation. • **Influencing and partnering** – advising stakeholders and shaping workforce decisions. • **Improving and innovating** – making recruitment more effective, inclusive and efficient.
Key relationships:	• Talent & OD Team • HRBPs, HR Operations Team • Early Careers Lead • Internal Comms & Engagement team • EDI Lead • Hiring managers and stakeholders

THE ROLE

An integral part of HR function, the job holder will lead and be responsible for the west of England Mayoral Combined Authority's (WECA) resourcing needs, including wider support to the HR and Resourcing function, in line with delivering on the Mayor's priorities and 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, WECA 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 WECA 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 WECA'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 Talent & OD team 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 WECA'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 WECA, 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 WECA's strategic goals.
- To research and identify appropriate attraction routes into WECA 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 WECAincluding 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.

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. • Providing expertise for marketing & attraction campaigns, ensuring WECA 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 in an environment of governance. • 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 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