

JOB DESCRIPTION

JOB TITLE:	Resourcing Partner - Infrastructure
MANAGED BY:	Resourcing Manager
GRADE:	Grade 9

BACKGROUND

The West of England Combined Authority is seeking to appoint a Recruitment Lead to join the Human Resources team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

An integral part of HR function, the job holder will lead the infrastructure directorate's resourcing needs, including wider support to the Combined Authority's Resourcing function.

Lead the full recruitment and onboarding process, as well as provide strategic recruitment guidance to Infrastructure leaders. The job holder will support with internal key stakeholders and contribute to recruitment and retention strategy, providing expert advice on recruitment, supporting the Directorate management team with effective in-year workforce and resource planning, and delivering effective marketing strategies in line with budget and corporate requirements

The job holder will research and develop effective talent attraction routes relating to Infrastructure roles, including permanent and interim routes where appropriate.

Support strategies and partner with senior leaders to ensure appropriate delivery of recruitment objectives and strategy action plans.

The job holder will work with key stakeholders to raise the profile of the Infrastructure directorate on a national and local level, promoting the West of England Combined Authority as 'an employer of choice'.

Increasing the attraction rate of high-quality candidates, reducing cost through reduction on reliance on the engagement of agency workers and the reduction of time to hire, whilst delivering longer term talent acquisition solutions, workforce and succession planning and proactive recruitment campaigns.

KEY RESPONSIBILITIES

- To lead and influence a highly efficient recruitment process, inclusive of advertising strategies and oversight of onboarding for Infrastructure.
- Support the promotion and creation of roles, and act as the first point of contact for job evaluation
- Provide expertise for marketing attraction campaigns
- Provide senior-level support for the infrastructure directorate for recruitment activities, including Senior/Director recruitment and Induction.
- Be the expert lead for resourcing systems within Infrastructure and the Combined Authority
- Research, lead and develop resourcing-related project plans to ensure success in workforce strategy within the directorate.
- Be the first point of contact and expert for recruitment, supporting all elements including attendance of interview panels, the on-line recruitment system, and advising on all recruitment queries.
- To collate and provide appropriate resourcing KPI data for the HR dashboard for Infrastructure and support the Resourcing Manager in the organisational matrix data.
- Lead and oversee the provision of temporary and contingent staff within the Infrastructure directorate, building and maintaining relationship with the

Authority's managed service provider (MSP)

- Supported by the Resourcing Advisors, lead on the job evaluation provision and process for the Infrastructure directorate.
- To contribute toward and influence senior managers on identifying current and future resourcing requirements.
- To contribute towards and support resourcing manager with workforce planning across infrastructure directorate.
- To lead and project manage delivery of key recruitment projects within the Infrastructure directorate.
- To research and recognise appropriate attraction routes and necessary budget to achieve appropriate return on investment (ROI)
- To maintain a strong relationship with our Preferred Supplier List (PSL) and ensure effective meeting of needs across the infrastructure directorate.
- To lead and develop alternative and creative ways to bring the best talent into the infrastructure directorate, including apprenticeship schemes, internship programmes (for example Civil Service Fast Streamers), and new methods including graduate schemes.
- To directly deliver resourcing training within the Directorate and support the corporate delivery of HR training across the Authority, working with managers to obtain feedback to identify the resourcing learning needs of the Infrastructure directorate.
- Provide Line management to the Resourcing Advisors, including performance management, setting of objectives, and supporting ongoing learning and development.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent experience

- Knowledge of equality and diversity in the workplace
- Knowledge and understanding of the full range of recruitment and attraction techniques
- Knowledge of how social media is used to proactively source candidates.
- Knowledge of safer recruitment practice and values in the selection process

Experience

- Significant experience of leading successful recruitment campaigns, preferably within the Public Sector and within an internal HR/Resourcing function.
- Experience of successful project implementation and monitoring.
- Experience of analysing information and making appropriate recommendations.
- Experience of short to medium-term resource and workforce planning in partnership with operational business leads
- Experience of using and promoting the use of marketing and attraction campaigns, including social media platforms
- Experience of a range of routes to the recruitment market, with the ability to strategically assess the most appropriate route according to best practice and business need

Skills and Competencies

- Detailed knowledge of the full recruitment process, legislation, and best practice
- Excellent ICT skills, including a detailed understanding of using social media and the internet to enhance recruitment and retention. Good working knowledge of Microsoft Office to produce high quality reports and information to staff at all levels.
- Highly developed written and oral communication skills
- 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 the most appropriate solutions

DESIRABLE

Qualifications and Knowledge

- Experience of working in Local government / internal public sector HR and resourcing departments
- Working towards or obtained CIPD level 5 qualification or equivalent
- Project Management Qualification

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 25 days Annual Leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals
- Access to an online shopping platform offering employee discounts across a huge range of retailers

As an equal opportunities' employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for over 23s, currently **£9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of

England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

HR Team Structure

