**Role:**  Resourcing Business Partner

**Responsible for:** Delivery of Recruitment attraction across the L.E.A.D Academy Trust

**Responsible to:** HR Business Partners

**Purpose of Role**

Leads the development and operational success of the newly created in-house resourcing function within the L.E.A.D. Academy Trust.

Delivers a pro-active, timely and commercially focussed service to support the Deputy Chief Executive, Directors of Schools, Heads and Line managers within the L.E.A.D. Academy Trust, whilst ensuring compliance with safer recruitment best practice and relevant employment legislation.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

|  |  |
| --- | --- |
| 1. | **Applied Knowledge and Expertise*** Utilises significant experience in a consultancy education setting or alternatively managing an in-house resourcing capability to deliver the resourcing function at L.E.A.D.
* Applies resourcing expertise in use of social media and online attraction strategies to pipeline both volume recruitment campaigns and hard to fill roles.
* Uses knowledge of education industry recruitment standards e.g. Data Protection requirements, Safer Recruitment legalisation and Equal Opportunities best practice to ensure compliance.
* Applies insights of apprenticeship schemes to ensure that the Trust apprenticeship strategy is fit for purpose.
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| 2. | **Decision Making and Problem Solving*** Determines and delivers the resourcing strategy, only escalating decisions with have a significant financial implication and/or deviate from Trust custom and practice.
* Works with an external agency to develop the employer branding agenda for the Trust via: developing innovative and cost-effective advertising strategies and helping Academies to understand how they can build their brand/proposition to create a 'Great Place to Work’.
* Develops and maintains talent pipelines for all types of candidates through a variety of methods and strategies.
* Defines and implements the Trust Apprenticeship Strategy to maximise ROI.
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| 3. | **Resource Management*** Maintains and improves the Trust’s recruitment database, ensuring that it is up to date and accurate.
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| 4. | **People Leadership/Development*** Oversees and coaches senior managers to ensure a positive candidate experience is delivered to all candidates.
* On an as needed basis, demonstrates own duties to new or less experienced staff.
* Takes responsibility for own personal development, including identifying relevant training courses. Supports the schools in promoting the values of the organisation.
* Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trust’s culture.
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| 5. | **Influencing and Managing Relationships*** Establishes effective relationships with Universities and other external sources of candidates, requiring high levels of influencing skills.
* Works with a range of stakeholders across the Trust.
* Works closely with the HR BPs.
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**L.E.A.D Resourcing Business Partner Person Specification**

This person specification lists the competencies expected of an experienced/fully trained Resourcing Business Partner.

The two right hand columns provide guidance for the appointment of new Resourcing Business Partners. (E= Essential criteria, D=Desirable criteria).

|  |  |  |
| --- | --- | --- |
|  | **E** | **D** |
| **1** | **Skills, knowledge and aptitudes** | The L.E.A.D. Resourcing Business Partner should be able to provide evidence of the following: |  |  |
| * ability to assume full responsibility for both the efficient day to day functioning of the L.E.A.D. Resourcing Business Partner role as well as developing the role further.
 | E |  |
| * high level of oral and written communication skills.
 | E |  |
| * strong problem-solving skills and abilities.
 | E |  |
| * able to work as part of a team and contribute towards its success.
 | E |  |
| * proven project management skills
 |  | D |
| * able to use all MS Office programs particularly Word, Excel, Outlook and Powerpoint.
 | E |  |
| * able to work to tight deadlines, managing and prioritising time effectively.
 | E |  |
| * self-starter, with and ability to work independently & use own initiative to overcome obstacles.
 | E |  |
| **2** | **Qualifications and Training** | The L.E.A.D. Resourcing Business Partner should have: |  |  |
| * studied to a minimum standard of GCSE (grade A\* - C), or equivalent, in English and Maths
 | E |  |
| * achieved BPS Level A and B.
 |  | D |
| * partly qualified for CIPD.
 |  | D |
| **3** | **Experience** | The L.E.A.D. Resourcing Business Partner should be able to produce evidence of: |  |  |
| * working in a dynamic and fast-paced environment where experiences included taking initiative and self-motivation..
 | E |  |
| * experience of interpreting and analysing HR data to drive decision making.
 |  | D |
| * experience of setting up an in-house resourcing capability.
 |  | D |
| * working as a member of a team.
 | E |  |
| * experience developing strategic recruitment solutions.
 | E |  |
| * experience in consultancy education setting or alternatively managing an in-house resourcing capability
 | E |  |
| * experience of working in the education sector.
 |  | D |
| **4** | **Personal Attributes** | The L.E.A.D. Resourcing Business Partner should: |  |  |
| * have an openness to learning and change.
 | E |  |
| * have a positive attitude to personal development and training.
 | E |  |
| * be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.
 | E |  |
| * have good interpersonal skills, including being able to influence successfully.
 | E |  |
| **5** | **Special Requirements** | The L.E.A.D. Resourcing Business Partner should: |  |  |
| * be able to work at times and locations convenient to the service provision.
 | E |  |
| * be available to be contacted at mutually agreed times.
 | E |  |

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