

Capital City College Group

Job Description and Person Specification

Job Title	Group Strategic Resourcing Manager
Reports to	Group Deputy Director Operations and Quality
Management Responsibility	No
Number of Direct Reports	0
Locations	London - with travel to all sites
Grade	Management

Job Purpose
<p>To lead the development and delivery of resourcing strategies and solutions that support the Group to meet its corporate and strategic objectives, delivering a transformational resourcing service to employees and management teams across the Group.</p> <p>Using a project based approach to manage a broad range of resourcing activities that meet customer requirements, seeking to continually improve the overall resourcing experience, making the Group an employer of choice.</p>

Accountabilities	
1	Leading the development and implementation of Resourcing strategies, policies and procedures to move from being a recruiter to an organisation that attracts top talent, driving improvement in resourcing approaches, whilst recognising the uniqueness of the individual Colleges and Service areas.
2	Leading the development and implementation of recruitment forecasting, employer branding, candidate attraction and engagement, selection and assessment, on boarding, entry level schemes delivered within a complex multi-disciplined environment.
3	Working the HRBP team to develop and implement talent pools, succession planning, retention strategies.
4	To be responsible for all third party recruitment providers to the Group developing and implementing a strategic framework of delivery, encompassing Safeguarding, continual cost effectiveness within a quality framework. Ensuring all statutory and legal requirements are met.
5	To be responsible for the contract management of recruitment advertising within the Group, ensuring value for money.
6	Provide an analytic and evidenced based approach towards measuring the impact and effectiveness of resourcing within the Group.
7	Build effective relationships with Senior Managers and Executives across the Group, using extensive networking opportunities to increase the trust and confidence in the service, and raise the service and team profile and improve staff engagement.
8	Support the Deputy Group Director in providing strategic direction and leadership on workforce issues to ensure effective HR and recruitment practices are in place that offer the highest quality business support services to line managers.
9	Leading by example to, coach, inspire and enable the HR team to successfully deliver a consistent, proactive, professional and effective resourcing service across the Group.
10	To take the lead on developing and implementing a CCCG staffing agency providing a quality service to external organisations – particularly within the education sector.
11	To take the lead on developing and implementing an internal job board advertising opportunities across the Group. (e.g. for internal hourly paid teaching staff, Learning Support Assistants)

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	Essential	Desirable
Educational Qualifications	CIPD qualification.	Educated to degree level or equivalent experience
Experience	Demonstrable experience of delivering transformational strategic resourcing within a complex organisation.	
	Experience and knowledge of the management of third party providers, including legal requirement under the AWR.	
	A record of building successful collaborative working relationships to ensure the provision of the resourcing service to customers is integrated, joined up and consistent.	Knowledge of the Safeguarding and the legislative framework.
	Experience of driving continuous improvement within resourcing activities to achieve a best practice resourcing offer for customers.	
	Experience of providing expert analysis that informs effective decisions, whilst managing associated risks, ensuring legislative and governance compliance.	
	Experience of timely and effective project management	Evidence of continuous personal development
	A successful track record of setting up and maintaining quality and process systems to improve service delivery.	
	Demonstrable experience of successful resourcing interventions	
	Demonstrable and active commitment to achieving diversity outcomes.	
	Good project management skills, i.e. the ability to engage others, planning, monitoring and reviewing processes, identifying priorities and timescales, and achieving results.	
	Excellent influencing and communication skills with the ability to build effective relationships quickly, to gain trust, credibility and confidence in the service.	

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	Technically competent in using Microsoft Office software, with the ability to be creative.	
General	Able to work flexibly and cope with the ambiguity of an organisation going through significant change	
	Self-motivated, resilient with the ability to lead, coach, develop and influence others.	
	Present a professional image and approach, acting as an Ambassador for the Department at all times.	
	Self-confident, self-aware and a personal drive and resilience to achieve results and continuously improve the delivery of the service, challenging behaviours and/or decisions where necessary.	
	Demonstrating a commitment to the Groups vision, mission and values at all times.	