

## JOB SPECIFICATION

### HR Officer (Resourcing and Talent Management)

**Reports To:** Human Resources Office Manager / Senior Director of Human Resources

Why	<p><b>Job Summary</b></p> <p>To support the HR Directorate in the management of the end to end recruitment process including the development and management of associated policies and procedures for the Trust. Working closely with Principals and Senior Management you will ensure that their resourcing needs are met through the identification and sourcing of talent, promoting systematic attraction through innovative techniques and targeted media.</p>	
What	<p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Work closely with key stakeholders internally and externally, developing and maintaining positive relationships whilst ensuring integrity of the HR function</li> <li>• Manage the end to end recruitment process, liaising with internal and external customers as appropriate</li> <li>• Provide advice and guidance on recruitment and selection methods appropriate to the needs of the Trust</li> <li>• Use innovative marketing techniques including head hunting and networking combined with social media, to advertise and attract 'best fit' candidates within areas of specialism</li> <li>• Review and manage the development of Trust policies to support the recruitment and selection process, including induction</li> <li>• Develop and maintain a workforce plan support the growth of the Trust, combat turnover of staff and increase retention</li> <li>• Provide specialist advice to the Principals and Senior Managers within the Trust to support the delivery of the workforce plan</li> <li>• Produce and analyse statistical information and reports on recruitment activity for the HR Directorate relating to recruitment campaigns, highlighting any areas of concern and considering forward planning issues</li> <li>• Attending interviews as required across the Trust, ensuring that the process is compliant with the requirements of Safer Recruitment and HR best practice and the wider compliance with employment legislation</li> <li>• Negotiate terms and conditions with a number of external agencies</li> <li>• Develop appropriate processes to support the HR team and HR Directorate</li> <li>• Assist with the development and implementation of an induction programme for all staff across the Trust.</li> <li>• Respond to recruitment related queries, and providing advice to managers or candidates on pay and conditions of service.</li> <li>• Any other responsibilities deemed appropriate to the level of the post.</li> </ul>	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p><b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i></p>	<p>Actively promotes the Trust's ethos internally and externally</p>
		<p>Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people</p>
		<p>Establishes action teams which focus upon specific Health &amp; Safety aspects</p>
		<p>Reliable and consistent in achieving targets</p>
		<p>Organises contributors to reach goals and milestones Instils confidence that the objective will be achieved</p>

	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Lead departmental training on a relevant issues	
		Act as a reviewer in the Trust's performance development system	
		Consistent outstanding practice leads to developing skills in leadership and management and highly effective professional contribution	
		Challenge, influence and motivate others to attain high goals	
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Managerial experience is built upon an understanding of Trust ethos	
		Connects with team members and is accessible to colleagues	
		Constructs and develops teams to be effective and fosters the development of others by evaluating the full potential of others	
		Independently develops project proposals with key objectives and proposed outcomes	
		Motivates and delegates appropriately in order to achieve objectives	
		Sets clear objectives	
	<b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to accomplish goals</i>	May provide guidance and supervision on setting tasks	
		Makes medium term plans; anticipates problems and prioritises actions	
		Prioritises own workload to achieve project activities in agreed timeframe	
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Actively informs and briefs colleagues within team of developments, challenges and changes	
		Clear, concise and confident when communicating informally both verbally and in writing	
	<b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem; propose and assess solutions and decide upon course of action</i>	Proactive in providing innovative solutions and evaluating alternatives	
		Takes responsibility within the team for making decisions and moving things forward, requires good judgement	
		Presents information, recognises the most relevant information and forms conclusions	
		Able to initiate actions in an emergency and seeking to prevent problems occurring	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel between academies as necessary.
	Education, Qualifications and Experience (EQE)	Must be educated up to GCSE grade C level in English and mathematics and preferably have a CIPD qualification or other relevant Management qualification/experience in HR.	
		You also must have knowledge of Knowledge of all aspects of the Recruitment, Selection and Assessment processes, experience of working closely with advertising and employment agencies and	

		<p>knowledge of requirements of the DBS application process and Right to Work eligibility and implications</p> <p>Desirable: knowledge of how Recruitment policy and procedure relates to an education environment and local government pay and conditions</p>
	Safeguarding	<p>All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.</p>

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.