

Recruitment and Talent Team Leader

Service	Reporting to	Location	Grade
HR and OD HR Operations	Recruitment Operations Manager	Salford Civic Centre	3C

About the role

- To support the Recruitment Operations Manager in the delivery of high-quality recruitment service to Salford City Council, Schools and External Customers.
- Be an ambassador for the service, taking a lead role in managing the recruitment needs of the services you will support.
- Assist recruiting managers with all their Recruitment needs, from candidate sourcing, social media campaigns, talent pipelines and workforce planning.
- Identify continuous service improvement and look at new and innovative ways to attract, recruit and welcome new people to our teams across Salford.
- As a Recruitment and Talent Team Leader you will help lead and coordinate the activity of the team, providing support and guidance to enable and empower them to deliver a seamless service to managers and candidates.
- Be responsible and take personal responsibility to ensure that team practices and process are current, up to date and meet statutory and legislative requirements, including DBS, preemployment checks and keeping children safe in education.
- Support the team in meeting customer Service Level Agreements for Council Directorates, Schools, and external clients.
- Support the Recruitment and Talent Lead with annual and periodical internal and external audit and ensure that identified risks are mitigated.
- Take a lead role, working with colleagues across HR & OD, in the development and continuous review of our Welcome to Salford and onboarding process, ensuring these meet our Salford values.
- Work collaboratively with stakeholders across Greater Manchester to share best practice and contribute to the development of new and innovative ways to improve the service we provide, including the Greater.jobs collaboration.

- Take an active role in own personal professional development and the development of the team.

Key outcomes

- To support the Recruitment and Talent team as they develop and improve recruitment operations through automation, manager self-service and cultural change.
- Support the Recruitment and Talent leadership team to implement minimum service standards to manage expectations and improve overall service, performance, and enhance user experience.
- Contribute to the review of recruitment processes and practices to ensure they are fit for purpose and maximise digital solutions.
- Contribute to the development and implementation of fair recruitment practices, taking an inclusive approach in line with Salford Council's Equality, Diversity, and Inclusion strategy.
- Develop and maintain candidate onboarding processes, ensuring they receive a positive and transparent experience as they are welcomed into the organisation.
- Actively engage with the greater jobs collaboration to ensure Salford City Council take advantage of the latest system developments that enhance and improve the overall service.
- Work collaboratively across the HR and OD team to ensure that knowledge is shared and that the Recruitment and Talent team meet the needs of the organisation.
- Identify opportunities for continuous improvement to grow and develop the team, systems, and processes.
- Continually prioritise team goals and caseload, to reach targets in agreed timescales and take a strong service delivery approach.
- To lead a dynamic Recruitment & Talent team, who are empowered and respected as key members of the team and wider HR & OD department.

What we need from you

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- Have the passion, knowledge, and experience to deliver a high-volume operational recruitment service.
- Have operational recruitment experience and technical knowledge that includes, eligibility to work, safeguarding and DBS.
- The skill and knowledge to provide excellent customer and candidate service and the ability to coach and develop the team to enhance the overall service.
- Experience in using social media to target and engage with wider pools of talent.
- Experience of engaging with hard-to-reach groups and candidates to ensure that we are fair and inclusive in our attraction.
- Ability to work to strict deadlines in an active and fast-paced environment.
- Knowledge of terms and conditions of employment and statutory legislation relating to recruitment and employment law.
- Good working knowledge of Microsoft applications.
- An ability to fully utilise HR and People systems to ensure effective delivery of the service.
- Experience of team leadership.
- To model and demonstrate our values and leadership behaviours.
- To be a positive role model for team members.
- To have pride in your team and service to support overall priorities of the team.
- To act with tact and diplomacy, maintain high ethical standards and successfully judge when matters are sensitive to others.
- Have a working knowledge and understanding of confidentiality and GDPR.
- To be adaptable and demonstrate flexibility, and to be open to new ways of working.
- To motivate and inspire others, show credibility, and lead by example.
- Relevant qualification or willing to undertake an apprenticeship in HR or Leadership and Management.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Job code: CHR00089 Job score: 492 Date: March 2022

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