



JOB DESCRIPTION

Role	Talent and Recruitment Lead
Reports to	AD HR
Directorates	Resources and Performance
Department	Human Resources

Job Purpose

To provide a high standard of advice and guidance on all recruitment and attraction activity to ensure that the CPCA is able to source a talented and diverse workforce. Supporting the CPCA management with the end-to-end recruitment cycle from job approval to onboarding. Co-ordinate the administration of the complete recruitment process, utilising the relevant technologies to deliver a customer-focused service.

Key Responsibilities

1. Support the development of a recruitment and attraction strategy, advising on best practise to ensure that the CPCA is able to attract a wide ranging talented and diverse workforce.
2. Deliver a comprehensive range of recruitment services, providing advice and support to hiring managers to ensure the Combined Authority adheres to best practice and current legislation.
3. Be the first point of contact for all recruitment enquiries, internally and externally.
4. Support with the implementation, roll out and maintenance of an ATS/recruitment system, supporting all hiring managers, employee and candidate enquiries regarding access and utilisation,
5. Work with hiring managers to design, develop and deliver bespoke recruitment campaigns to attract high quality candidates. Provide specialist advice on relevant job boards, modern, proactive and diverse recruitment techniques.
6. Develop the CPCA careers page, supporting the development of our Employee Value Proposition and contributing to our Equality, Diversity and Inclusion ambitions.
7. Liaise with the administration team to ensure all pre-employment checks and new starters are implemented correctly and efficiently within organisational timescales. Ensure the preparation, production and processing of all recruitment documentation (including letters of appointment and contracts) are within timescales and meet quality standards.
8. Co-ordinate the recruitment Key Performance Indicators and any other information required to inform the CMT about the organisation's recruitment performance, creating reports and attending management meetings as necessary.
9. Deliver both formal and informal management training on Recruitment Policies and Procedures
10. Support job fairs and recruitment programmes such as apprenticeships and graduates programmes.
11. Promotes equality of opportunity and management of diversity, ensuring that recruitment practices are transparent and non-discriminatory.



Person Specification

QUALIFICATIONS & KNOWLEDGE

Essential

- Educated to degree level (or equivalent) or equivalent by experience.
- Ability to understand and follow HR practice and policies.
- Excellent interpersonal and influencing skills.
- Able to express information in a clear and understandable way, both verbally and in writing.
- The ability to listen carefully in order to understand the needs of others.
- Ability to communicate effectively both verbally and in writing with a range of different audiences. Ability to adapt communication styles.
- Pro-active and positive approach to change and continuous improvement.
- Proficient in Microsoft Office

Desirable

- CIPD or Recruitment Qualification

EXPERIENCE

Essential

- Relevant experience of providing an internal recruitment service
- Relevant experience of working within a recruitment environment.
- Good understanding and knowledge of best practice recruitment techniques including use of social media sites (i.e. LinkedIn), relevant job boards and proactive attraction strategies.
- Understanding of Employee attraction and Employee Value Proposition (EVP)
- A demonstrable track record of delivering recruitment outcomes for hiring managers in line with corporate strategy/requirements.
- Experience in using an application tracking software (with necessary training provided)

Desirable

- Knowledge/experience of working within a public sector/local government environment.
- Experience of training / presenting to managers

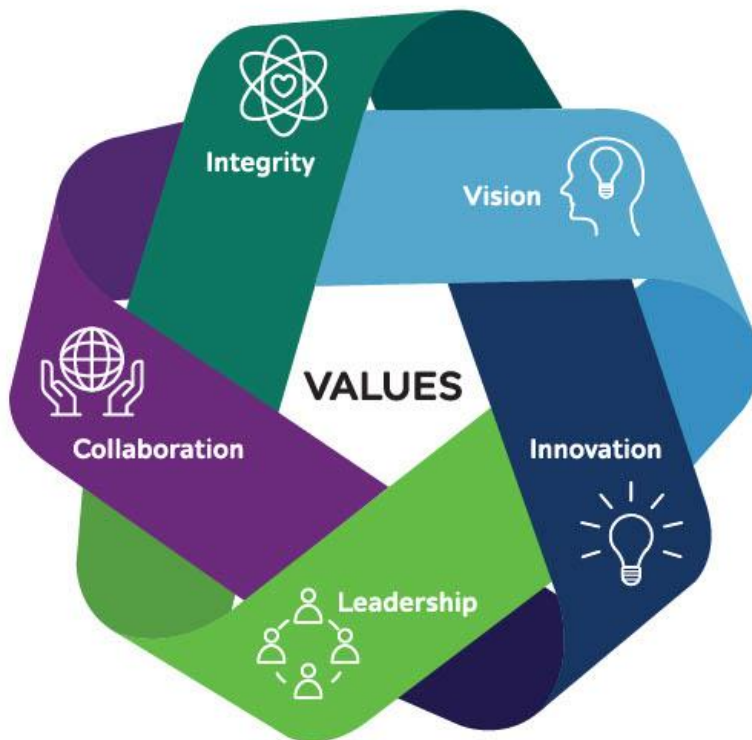
OTHER REQUIREMENTS

Essential

- Commitment to the CPCA Corporate Values and Behaviours Framework
- Accuracy and attention to detail
- Self awareness
- Ability to work remotely and with limited supervision
- Enjoy working as a part of a team and take actions to promote positive team working
- Committed to personal and professional development
- Ability to work under pressure and to tight deadlines
- Dependable, reliable and keeps good time



Our Values are shown in the graphic below:



 Collaboration <ul style="list-style-type: none">• We work together across teams and with our partners to achieve shared goals• We listen, communicate and engage to understand and represent our communities as the combined voice of our region• We build on our knowledge by being open to new ideas, external expertise and feedback	 Integrity <ul style="list-style-type: none">• We are transparent, honest, trustworthy and reliable• We acknowledge and learn from our mistakes and foster a no-blame culture that supports calculated risk• We are inclusive, respectful, ethical and accountable	 Vision <ul style="list-style-type: none">• We are clear and consistent about our purpose and how we add value• We are passionate and deliver on our strategic aims and objectives• We are forward-thinking and improvement-focused	 Innovation <ul style="list-style-type: none">• We are pioneering and inspirational• We are dynamic, proactively seeking new opportunities and embracing positive change• We are ambitious yet realistic	 Leadership <ul style="list-style-type: none">• We lead by example• We recognise achievement• We empower our communities and our people
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