

## Job Description

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|---------------------------------------------|-------------------------------------------|
| <b>Job Title</b>                            | Recruitment and Retention Support Officer |
| <b>Directorate</b>                          | Children and Young People's Services      |
| <b>Service Area</b>                         | Practice, Improvement, and Development    |
| <b>Grade</b>                                | 5                                         |
| <b>Competency Level</b>                     | 1                                         |
| <b>Salary</b>                               | £32,046 - £36,581                         |
| <b>Job Type</b>                             | Hybrid                                    |
| <b>Location</b>                             | Cunard Building                           |
| <b>Disclosure and Barring Service (DBS)</b> | Not applicable                            |
| <b>Job Evaluation Ref No</b>                | A10530                                    |

## Job Purpose

To provide support on all recruitment and retention activity across Children and Young People's Services to enable all tiers of the management structure to meet their responsibilities in relation to the Children's Workforce Strategy.

To work closely with the Children and Young People's Service and People and Organisational Culture Services to ensure effective recruitment and retention activity to support the Children and Young People's Workforce in meeting the aims and objects of the Children's Workforce Strategy.



To provide support on all other aspects of the workstreams within the Children's Workforce Strategy as deemed appropriate.

### **Directly Responsible For:**

Not applicable

### **Directly Responsible To:**

Service Manager – Children and Young People's Service Workforce and Engagement

### **Main Areas of Responsibility:**

- Provide support to leaders in ensuring that the Children's Workforce Strategy, in relation to recruitment and retention activity, and any subsequent action plans across Children and Young People Services are implemented
- To collaborate and partner with the centralised recruitment team to ensure that best practice and the Recruitment and Selection policy are adhered to across all recruitment activity to provide the best outcomes for all recruitment
- Liaise with Human Resources and Finance colleagues on a regular basis to ensure robust and best practice recruitment processes
- Provide support to a full centralised management of the agency vendor neutral framework as a single point of contract for all agency requirements, including agency tracker reporting, compliance checks and full weekly reporting to the Directorate Management Team
- Support the monthly recruitment and retention workforce reporting to the Directorate Management Team, as well as regular reports for Improvement Board and Ofsted
- Supporting all national social care recruitment events, including booking of events, ordering of merchandise, candidate packs, promotion and candidate communication

- Supporting on all agency conversions to permanent employees and drive down agency financial spend
- Salary and benefit regular analysis and benchmarking across the North West Region and regular review of all salary and benefits to ensure continuous competitiveness
- Supporting the management business processes and related relationships such as procurement and contracts
- Undertake other duties that may arise from time to time as determined by the Directorate Management Team

### **Supervision and Management Responsibility:**

- Not applicable

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

### **Physical Demands of the Job:**

- The post holder will be required to sit at a computer desk and use display screen equipment for prolonged periods of time

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.





# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A degree or equivalent qualification in a relevant subject or equivalent experience (A/I)

## Experience

### Essential

- Significant recruitment operational and experience in a large organisation within a local government setting with a comprehensive understanding of Children's Services national priorities and programmes (A/I)
- A proven track record of improving recruitment and retention within a local authority setting (A/I)

### Desirable

- Experience and good understanding of recruitment and retention within Children's Services and Children's social work industry
- Previous talent acquisition experience

## Skills/Abilities

### Essential

- Thorough understanding of recruitment best practice, employment legislation and agency worker legislation (A/I)
- Strong analytical skills and good organisational skills and the ability to work in a demanding environment (A/E)
- Demonstrable creative/innovative skills and ability to develop solutions to problems within the service and department (I)

### Desirable

- Excellent communication skills, including the ability to articulate a vision and present clear and concise reports to a wide range of audiences
- Ability to use IT effectively to support communication, workload, and a flexible working approach

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council