

Job Description

Job Title	Talent and Attraction Lead
Directorate	Strategy and Change
Service Area	People and Organisational Culture
Grade	10
Competency Level	3
Salary	£54,916 - £60,640
Job Type	Hybrid
Location	Cunard Building, Liverpool
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A10012

Job Purpose

To provide leadership and strategic direction ensuring a comprehensive and high-quality recruitment support and advisory service to managers and staff in support of the People Plan

Directly Responsible For:

Recruitment Lead, Recruitment Marketeer



Directly Responsible To:

Head of HR Operations

Main Areas of Responsibility:

- Provide strategic direction and coaching to a team of recruitment specialists, ensuring a comprehensive and high-quality service which adheres to best practice and legislation
- Deliver an effective talent attraction strategy, working in partnership with a range of internal and external stakeholders to attract and retain a wide ranging talented and diverse workforce
- Develop innovative, tailored solutions to attract high quality candidates including improved job design, effective assessment methodologies, targeted recruitment campaigns and early careers/grassroots initiatives
- Work with HR colleagues and senior leadership to identify future trends and skills gaps to inform demand planning, succession plans and talent pipeline initiatives that support the council business plans and target operating models
- Collaborate with the Communications Team to review and improve our employer value proposition to ensure it attracts and retains high calibre candidates, including maximising the use of social media and identifying best practice to develop recruitment practice and improve services and the user experience.
- Work closely with colleagues across People and Organisational Culture and the Equalities Team to ensure we build a workforce that is representative of the population we serve, ensuring all positive action opportunities are explored and promoted widely
- Support the continued development of the Council's ATS whilst contributing towards the design and delivery of an ERP system that ensures a best-in-class recruitment platform

- Oversee the implementation of the recruitment activities within the People Plan including leading on executive (senior) recruitment and engaging with under-represented communities
- Effectively manage the relationship with our recruitment contracts including our neutral agency supplier and staff vetting supplier ensuring the contract KPIs are met
- Develop and analyse recruitment and talent metrics to provide insights to stakeholders

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

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
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Explores different options for funding and income generation

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

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 **3**.

[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

Desirable

- Holds or working towards CIPD level 7 qualification or equivalent experience

Experience

Essential

- Significant experience of leading a first-class recruitment and talent function including the delivery of executive level recruitment and sponsorships including overseas recruitment (A/I)
- Experience of working with a wide range of internal and external stakeholders (A/I)
- Demonstrable experience of delivering innovative and bespoke talent attraction and recruitment interventions in a complex and challenging environment to tight deadlines (A/I)
- Experience of implementing recruitment and selection best practice and updating policies and processes in line with legislative requirements and new ways of working (A/I/P)
- Experience of implementing, using and updating recruitment systems (A/I)

Desirable

- Knowledge and understanding of local government plans and focus
- Experience of working with a variety of agencies for pipelining and recruiting executive level candidates
- Experience of managing a neutral agency supplier contract or similar recruitment related contracts

Skills/Abilities

Essential

- Excellent communication skills, proactive and a strong team player with the ability to work under own initiative and in co-production with colleagues and partners (A/I/P)
- High level of people management and motivational skills with the ability to influence and build positive relationships at all levels (A/I)
- Strong experience and understanding of equality, diversity and inclusion specifically linked to recruitment practice (A/I/P)
- Strong organisational skills and ability to prioritise workloads, always maintaining attention to detail (A/I)
- Ability to adhere to internal processes, procedures and standards to maintain consistency and service excellence (A/I)

Commitment

Essential

- Flexibility and commitment to delivering and supporting the service as required (A/I)

Desirable

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