



The Richmond Fellowship
Scotland

JOB DESCRIPTION

Post:	Talent Resource Manager
Location:	Remote with travel to Head Office, Steps, and other locations
Salary	£39,970 per annum
Hours:	35 hours per week, however flexibility may be required in accordance with the organisational requirements.
Annual Leave:	37 days
Reports To:	Head of Human Resources

Post Summary

The purpose of the role is to:

1. Lead and Manage the Team of Regional Resourcing Consultants
2. Lead the way in devising creative and innovative national and local recruitment campaigns
3. Continuous improvement of recruitment campaigns and retention initiatives, and working with operational colleagues in the delivery of organisational strategy
4. Review and monitoring of recruitment processes to ensure attract quality candidates in a competitive market
5. Develop links with external companies to enhance our recruitment activities
6. Provide data and analysis on recruitment and retention activities

KEY RESPONSIBILITIES

- **Lead Resourcing Team:** provide day to day leadership and management of Regional Resourcing Consultants, Talent Resource Co-ordinator and HR Assistant to provide support and ensure tasks and deliverables are met in line with Resourcing Strategy. Conduct supervisions and appraisals in line with policy and timescales.
- **Lead for Hire Road ATS:** Lead contact with ATS provider and lead Administrator of the ATS for TRFS.
- **Point of contact for recruitment advice:** Provide specialist advice and support on the planning and delivery of recruitment across the organisation. Working in partnership with operational and head office colleagues to focus on improvements in hot spot areas whilst developing our employer brand and attracting quality candidates.
- **Innovative and creative approach:** Create innovative and varied recruitment campaigns to attract the best talent in a highly competitive market whilst ensuring best value. Using Social Media avenues to obtain best in field candidates.
- **Recruitment and Retention Strategy:** Contribute to the development and delivery of the recruitment & retention strategy to support the organisations strategic growth plan.
- **Point of contact for disclosure information:** Ensure processes are in keeping with legislation and good practice including risk assessment processes. Act as a liaison with

Disclosure Scotland when required, and review and resolve issues relating to disclosure invoicing.

- **Continuous improvement and development of existing process:** continually assess current recruitment practices to identify areas of improvement to ensure the recruitment process attracts and employs high quality candidates. Take ownership of the recruitment budget and KPI standards and ensure compliance.
- **Training on recruitment processes:** Create and deliver training for managers and administrators on TRFS recruitment processes.
- **Participate in working groups:** Actively contribute to the development of a recruitment process in keeping with the organisations competency based framework.
- **Agency liaison:** Act as the single point of contact for TRFS with recruitment agencies. Maintain the Agency preferred suppliers list, vetting new agencies to TRFS standards, and carrying out annual audits and random spot checks of existing agencies.
- **Reporting and analysis:** provide reports as determined by the Directorate on recruitment and retention activity giving analysis on trends and recommendations for actions.
- **Team working:** Work with Business Support Managers to ensure processes shared across teams are operating in accordance with agreed criteria.
- **Other activities:** work with the Head of HR and HR Business Partners with generalist HR matters on occasion. Link with the HR Systems Manager on matters relating to the recruitment section of the HR database and recruitment website. Attend RMTs quarterly to pick up on any recruitment issues and work with managers to address these both directly and through Regional Resourcing Consultants.

This job description is not intended to be exhaustive, and the post holder will be expected to demonstrate flexibility in undertaking additional duties as allocated. No major changes will be made to this job description without consultation with the post holder.

Dependent upon organisational needs, you may be required to work at other locations. Should this requirement arise, this will be discussed with you in accordance with the organisation's Internal Employees Secondment and Transfer Policy, a copy of which is available on the Intranet.



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**COMPETENCY AND PERSON SPECIFICATION FRAMEWORK
TALENT RESOURCE MANAGER**

	Essential	Desirable
Work Experience & Knowledge	<ul style="list-style-type: none"> • Experienced Recruitment or HR Professional in a similar role • Proven experience of successfully working in a partnership model • Knowledge of relevant legislation (i.e. Equality Act) 	<ul style="list-style-type: none"> • Experience of recruiting within the Care sector • Project Management • Experience of Policy Development • Coaching Skills
Education & Qualifications	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • CIPD Qualified
Skills & Abilities	<ul style="list-style-type: none"> • Exceptional interpersonal and communication skills (both oral and written) • Good IT skills, with working knowledge of Word, Excel, and databases • Facilitation Skills • Ability to work under pressure and achieve deadlines • Accuracy and attention to detail • Effective team working • Excellent negotiating and influencing skills 	
Values	<ul style="list-style-type: none"> • A belief in inclusion, evidenced through work practice or personal experience • A desire to ensure people supported are at the heart of decision making • Commitment to the principles and practices of continuous improvement 	<ul style="list-style-type: none"> • Experience with charities/third sector organisations

I understand and agree to work to the terms as indicated on this job description

Name (Print)

Dated

Signature

Please return a copy of your signed job description for your personnel file