# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Recruitment Manager Social Care and Early Help

# DEPARTMENT: Children’s Services

# LOCATION: County Hall, Lewes or Eastbourne or Hastings

# GRADE: [Local Managerial Grade 1](https://www.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# RESPONSIBLE TO: Principal Social Worker Children’s Services

# Purpose of the Role:

Undertake overall management, development, co-ordination and delivery of recruitment and retention strategy for early help and social care in conjunction with a Communication Manager, create new campaigns and support the internal and external workforce with recruitment and retention and report regularly on progress for this high-profile post to senior management meetings.

# Key tasks:

1. Formulate a strategy and develop detailed plans for its delivery for approval by the Recruitment and Retention Board. The strategy needs to take into account the range of recruitment opportunities, as well as system wide business needs, to support effective recruitment and retention across the service.
2. To use knowledge of the sector to develop new, innovative and creative recruitment campaigns, in collaboration with the Communication Manager and operational leads.
3. Direct and lead the design and implementation for delivery of the strategy and action plans and manage any current or future resources, including personnel and budgets that are attached to this activity.
4. Develop and put in place rigorous evaluation and performance monitoring throughout to determine effectiveness of recruitment and retention activity and to use this learning to inform future developments.
5. Compile reports and present to recruitment and retention board and senior management teams as required.
6. Ensure that project plans and proposals are in line with East Sussex County Council policies and strategies, enhance efficiencies and children and families experience, whilst ensuring best use of public resources and supporting the achievement of relevant savings targets.
7. Plan, influence and proactively manage business and practice change to maximise the benefits of the recruitment and retention activity for the services and ensure that risks and issues are communicated effectively between the Recruitment and Retention Team and the services.
8. Undertake training needs analysis for key staff and stakeholders who will be involved in recruitment and retention activity being particularly attentive to issues of unconscious bias and supporting developments that increases diversity. Where a need is identified, ensure that appropriate training is available and accessed.
9. Managing and influencing senior stakeholders with conflicting priorities.
10. Review all relevant policies and procedures ensuring they are fit for purpose, and amend, strengthen or create policies and procedures where appropriate in support of the project delivery.
11. Make recommendations on future on-going work and associated resource requirements.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Strong organisational skills. * Excellent written and verbal communication skills. * Ability to influence * Ability to deliver activity on time and in budget, including making decisions when dealing with constant and conflicting demands on time * Excellent negotiation skills * Excellent analytical skills and ability to interpret data. * Ability to use IT to manage projects e.g. Microsoft Project and spreadsheets * Ability to effectively manage, prioritise and organise workload, and work under pressure to meet competing deadlines. * Able to work on own initiative * Ability to demonstrate an understanding of and commitment to equal opportunities and promotion of equality and diversity across the workforce |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * MS Project and Visio skills. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QCF level 5 or equivalent experience * Willingness to undertake professional vocational qualification related to the role |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of project management methods and their application, including risk identification and management * Sound understanding of the Public sector * Excellent knowledge of relevant departmental services in relation to project, including knowledge of relevant legislation and policy |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of programme management or support * Experience of working across and between organisations and with multiple stakeholders including external partners and service users * Representation at and organisation of meetings and events * Managing people * Managing budgets |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Full driving licence or the ability to demonstrate how meet the travel requirements of the role |

**Date (drawn up): June 2022**

**Name of Officer(s) drawing up person specifications: Nicola McGeown**

**Job Evaluation Reference: 12498**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |