

## Job description

**Job Title:** Recruitment Manager

**Hours:** 37.5hrs per week

**Contract:** Permanent

**Role profile and grade:** OS45S, Grade 4

**Salary:** £43,150 - £46,551

**Location:** Hybrid – home and Cheadle (with occasional travel to services across Greater Manchester)

**Reports to:** Head of Workforce Analytics & Operations

**Type of DBS required:** Standard

### Job purpose

Leads the development and delivery of the talent acquisition strategy and recruitment lifecycle from requisition approval to job offer, ensuring future-fit planning, compliance, efficiency, and candidate experience excellence.

### Talent acquisition leadership

- Develop and drive Together Trust's talent acquisition strategy to ensure we recruit the right people in the right place at the right time.
- Lead the recruitment team in delivery of the talent acquisition strategy and day-to-day recruitment activity.

- Ensure authentic and visible communication of Together Trust's Employee Value Proposition to attract suitable potential candidates.
- Work with hiring managers and other relevant colleagues to ensure our recruitment materials accurately reflect the realities and benefits of working with Together Trust.
- Facilitate procurement of agency staffing contracts and monitor preferred supplier list to ensure compliance with Together Trust standards and requirements.

### **Inclusive colleague experience**

- Implement targeted actions to improve the inclusivity of Together Trust's recruitment practices, striving to remove obstacles for candidates wherever possible throughout the attraction and recruitment journey.

### **Strategic Workforce Planning**

- Contribute up-to-date recruitment expertise to Trust-wide Strategic Workforce Planning.
- Work closely with the Head of Workforce Analytics & Operations to ensure recruitment activity aligns with Together Trust's strategic workforce planning and other organisation-wide initiatives.

### **Data-led decision-making**

- Undertake relevant recruitment benchmarking and feasibility studies, using these to inform action planning and improve recruitment outcomes.
- Monitor key recruitment metrics such as time to hire and lead action to improve them where necessary.
- Track recruitment spend against budget, ensuring value for money and affordability.

### **Team leadership**

- Manage the Recruitment team, providing support and development opportunities as appropriate.

- Line manage Senior Recruiters, role-modelling compassionate leadership and providing regular PDRs (performance and development reviews).
- Manage recruitment team workload, ensuring a fair and manageable distribution of recruitment activity while delivering high quality service and objectives met within appropriate timescales.

### **Stakeholder management**

- Manage internal and external stakeholder relationships, seeking to understand their requirements and communicate expectations effectively.
- Act as senior advisor to Heads of Service and hiring managers across the organisation on all matters relating to recruitment.
- Collaborate with colleagues across People & Culture to ensure a smooth and seamless candidate experience.

### **Effective and efficient process management**

- Ensure recruitment processes are efficient, robust, fit for purpose, and compliant with legislative and regulatory requirements, safer recruitment policy, and governance standards.
- Manage job advert creation in the applicant tracking system, ensuring consistency with Together Trust employee value proposition, brand, and tone of voice.
- Oversee candidate processing, interviews, and pre-interview checks.
- Ensure timely job offer forms from hiring managers and onboarding handover.
- Monitor referral schemes and ensure accurate data transfer.

### **Other responsibilities**

- Act as senior point of escalation for recruitment queries
- Contribute to Trust-wide people and culture projects, leading where appropriate.
- Contribute to, and lead where appropriate, Trust-wide people and culture policy development.

## Standard Requirements for all roles

The post holder will embrace the core values of the Together Trust, which are:

- **Collaborative** – working together, building strong relationships, and trusting everyone to achieve
- **Compassionate** – caring for others, championing inclusion, and putting people at the heart of decisions about their lives
- **Courageous** - having a growth mindset, acting with integrity, and turning challenges into opportunities

In addition, the post-holder will ensure:

- **Confidentiality:** Confidentiality/data protection regarding all personal information and Trust activity must be always maintained (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust policies and procedures. Any breach of confidentiality will be taken seriously, and appropriate disciplinary action may be taken.
- **Code of Conduct:** Maintain a consistently high standard of conduct and to provide the highest standard of service in accordance with the Trust Code of Conduct for all employees.

**Equity:** Promote the concepts of equity, diversity, and inclusion.

- **Health and Safety:** Be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors, and employees.
- **Professional standards and performance review:** Maintain consistent high professional standards and act in accordance with the relevant Professional Code of Conduct. Employees are expected to participate in the performance review process.

## Summary

This Job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay grade. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development needs of the post holder.

## Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
<b>Education, qualifications and training</b>	CIPD level 5. Degree level qualification	
<b>Experience and skills</b>	<p>Advanced literacy and ICT skills (ATS, Excel, SharePoint).</p> <p>Experience in campaign planning and stakeholder engagement.</p> <p>Experience of managing a team involved in the provision of centralised recruitment.</p> <p>Experience of working with data to produce actionable insights.</p> <p>Experience of supporting organisational change processes.</p> <p>Effective interpersonal and coaching skills</p>	<p>Experience of Tribepad</p> <p>Experience of developing operational strategies / providing strategic contribution to operational improvements.</p> <p>Experience of leading projects</p>

	<p>Ability to deliver a varied workload to agreed deadlines.</p> <p>Strong analytical and problem-solving skills.</p> <p>Excellent verbal communication, presentation, and influencing skills</p> <p>Excellent written communication skills</p>	
<p><b>Knowledge and understanding</b></p>	<p>In-depth knowledge of recruitment systems and compliance.</p> <p>Up to date working knowledge of Employment law.</p> <p>Understanding of People Practices, policies, and procedures</p> <p>Knowledge and understanding of relevant legislation.</p>	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.