

ROLE PROFILE

Role Title	Resourcing Team Leader	Reporting to	Recruitment, Onboarding & Resourcing Manager
Section	Resourcing	District/Department	People Directorate
Tenure		Rank/Grade	POA

Part A – JOB DESCRIPTION

Overall purpose of role	To be responsible for the day-to-day management and operational delivery of a professional, efficient and customer focussed recruitment, onboarding and resourcing service, ensuring that policies are legally compliant, up-to-date, reflect best practice and support organisational need and the systems and processes are fit for purpose.
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Key outputs for role –
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. 2. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures. 3. Through the day-to-day management of the resourcing team ensure the operational delivery of an efficient end-to-end recruitment and onboarding process, from vacancy set-up through to the issuing of formal offer letters principle statements and onboarding, providing advice and support to recruiting managers on the various stages as required. 4. Assist the Recruitment, Onboarding and Resourcing Manager with building, maintaining, coaching, supporting and developing a skilled, effective resourcing team who are encouraged to solve problems, offer new ways of approaching familiar tasks and take personal responsibility for their own development. 5. Develop and monitor a suite of key performance indicators/service standards and reports to support the resourcing department with the continuous improvement and development of systems, processes and policies. This will include clear metrics for timescales, quality of service, consistency and volume of outputs. 6. Build and maintain relationships with key stakeholders to ensure the service continually evolves based on feedback and offers a professional, flexible and customer centric service. 7. Maintain a portfolio of effective, business-focussed resourcing policies, ensuring they are up-to-date, legally compliant, reflective of best practice and Equality Impact Assessed, and are supported by a complete and comprehensive toolkit containing procedures, process flowcharts, and additional guidance/standard letters and documents in order to enable an efficient, consistent and effective management of resourcing across the Force. 8. Provide briefings and coaching, as and when required, covering resourcing processes and policies and their underpinning rationale, including legislation and case law, in order to help ensure that an effective and appropriate level of resourcing knowledge exists across the Force. 9. Undertake specific resourcing projects as directed by the Recruitment, Onboarding and Resourcing Manager, working collaboratively with key stakeholders as required. 10. Undertake any other People work as directed, including working at different locations, in order to provide business continuity and to enable the HR team as a whole to fulfil force-wide needs.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> The department provides a recruitment, resourcing and onboarding service to support a Force made up of approximately 10,000 police officers, police staff and volunteers.

- Two Team Leaders will manage a team of approximately 23 people between them, including up to 4 Resourcing Officers as direct reports
- The department holds responsibility for approximately 15 policies
- The department deals with a variety of recruitment campaigns ranging from staff vacancies requiring one appointment to bulk campaigns for police officers where several hundred appointments might be required.

Work/Business contacts

Internal: All police officers and police staff. Staff Associations and Trade Unions.

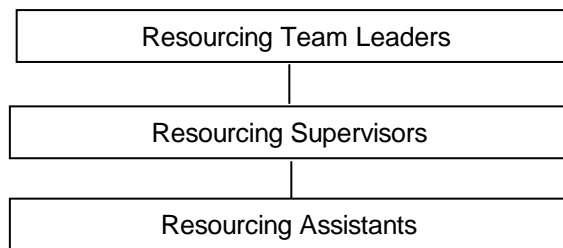
External: Members of the public, Police Forces and other external organisations.

Expertise in Role Required (At selection - Level 1)		Essential or Desirable
<ul style="list-style-type: none"> • Working towards a Level 7 Chartered Institute of Personnel and Development qualification or equivalent management qualification or who has equivalent experience within a HR environment providing advice and guidance in relation to HR/Recruitment policies, procedures and compliance. 		Essential
<ul style="list-style-type: none"> • Previous experience of successfully leading and managing a team in a complex and busy working environment including team development and performance management. 		Essential
<ul style="list-style-type: none"> • Proven ability to innovate in order to resolve problems, enhance systems, create new and better ways of working in order to deliver best practice processes and a positive customer experience 		Essential
<ul style="list-style-type: none"> • Proven ability to influence senior managers to see the benefits in alternative ways of working 		Essential
<ul style="list-style-type: none"> • Ability to develop and interpret workforce policies 		Essential
<ul style="list-style-type: none"> • Previous experience of setting and reviewing performance metrics 		Essential
<ul style="list-style-type: none"> • Excellent communication skills both written and verbal 		Essential
<ul style="list-style-type: none"> • Working knowledge of recruitment, selection and promotion processes 		Desirable
<ul style="list-style-type: none"> • Knowledge of selection, promotion and postings of police officers 		Desirable
<ul style="list-style-type: none"> • Experience of working with Trade Unions or staff group representatives 		Desirable
Other (Physical, mobility, local conditions)		
<ul style="list-style-type: none"> • Has the ability to travel around the force area, and when required, throughout the UK. 		Essential
<ul style="list-style-type: none"> • Has access to a motor vehicle and is prepared to use it for business purposes. 		Desirable

Expertise in Role - After initial development - Level 2

- Detailed knowledge of the organisational infrastructure of West Yorkshire Police.
- Detailed working knowledge, experience and understanding of Resourcing policies and procedures within the Force.
- Knowledge of the pertinent People policies and procedures within the Force required to effectively manage a team.
- Demonstrates a sound working knowledge of Resourcing best practice and employment legislation.
- Developed effective working relationships with customers and colleagues at all levels.
- Provides effective Resourcing communication and briefings.
- Has developed a skilled and effective team providing a high level customer service.

Structure



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 2- Supervisor/Middle Manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has identified and utilised best practice within the Police service and from external organisations to improve quality of service.
- Expert knowledge of the recruitment, onboarding and resourcing policies and procedures
- Expert knowledge of the systems used within the resourcing department

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter access to police buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	17 th December 2020