

## JOB DESCRIPTION

**Post:** Resourcing Manager

**Responsible To:** Group Head of Resourcing  
and People Development

**Summary of Post:** To deliver a high-quality resourcing service in line with EKC Resourcing Strategy. To co-ordinate and support resourcing initiatives including attraction, advertising, brand promotion, talent pipelines, event management and co-ordination of resources with the team in relation to policies, procedures, governance and key performance indicators.

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### Specific Duties and Responsibilities:

1. Responsible for the end to end process of staff resourcing, managing the process to ensure the appointment of the best people through a robust recruitment and selection process and ensuring the Single Central Record is accurate and up to date.
2. To lead a process that ensures staff have the appropriate technical qualifications and personal skills with behaviours that are consistent with the Group's ethos in order to meet current and future needs of the organization.
3. Work to a fair and effective recruitment procedure, which is consistent with employment legislation and the Group's Equality and Diversity policy.
4. Build effective and innovative resourcing strategies and use creative ways to identify and engage with top talent, both internally and externally, exploiting traditional and new attraction methods.
5. Monitor and manage the performance of the Resourcing Assistants to ensure a quality end to end recruitment administration service is delivered in line with EKC Group standards. The post holder will be responsible for ensuring the effective prioritisation and completion of work within the team in accordance with recruitment demands.
6. Manage and drive the continuous improvement of the recruitment ATS.
7. Act as specialist advisor for right to work queries and checking processes for all recruitment, leading the administration of certificates of sponsorship and overseeing the process of ongoing right to work checks on existing employees
8. Produce accurate and informative weekly and monthly recruitment and turnover activity reports that show real-time recruitment activity, applicant numbers and all un-filled vacancies including any likely lead times to hire.

9. Take responsibility for the candidate experience with a focus on continuous improvement to achieve 'employer of choice' status.
10. Support the development of an employer brand (EVP) for the Group, that reflects the benefits of working in FE and the Groups culture and working environment and that promotes the EKC Group as an inclusive employer; helping to attract a diverse range of high-quality candidates.
11. Collaborate with internal and external teams to develop the EKC careers pages, social media, and the digital candidate experience to attract and engage pools of suitable candidates, ensuring the organisation is promoted as an inclusive employer.
12. Lead and co-ordinate all campaigns and associated activities for high volume, hard to fill and senior level vacancies across the group.
13. Play a lead role in managing the relationships with external partner organisations and agencies, ensuring the EKC Group brand and reputation are managed appropriately.
14. Develop and manage a 'preferred supplier list' that provides adequate alternative provision, negotiating favourable rates and the supply of both temporary and permanent staff.
15. Manage and report on stakeholder feedback suggesting improvement.

### **General Duties and Responsibilities:**

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.

PERSON SPECIFICATION		Application	Interview	Shortlisting Weighting
<b>Skills</b>				
1.	Ability to build effective working relationships internal and external stakeholders at all levels, to work collaboratively to achieve objectives		✓	6
2.	Ability to advise on a wide range of recruitment methods		✓	6
3.	Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly with attention to detail.		✓	4
4.	Able to systematically analyse information to produce clear recommendations that can be understood by a non-technical audience	✓		4
5.	Excellent IT skills and a high focus on attention to detail.		✓	6
6.	Excellent written and oral communication skills, and the ability to communicate complex and technical information with clarity.	✓	✓	4
7.	Ability to work with high levels of accuracy and efficiency		✓	4
8.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture, and ethos	✓	✓	6
<b>Experience</b>				
1.	At least 2 years' experience within a fast-paced Recruitment/Talent function	✓	✓	6
2.	Experience of developing and utilising social media, website, and digital marketing channels to support the direct attraction of new candidates.	✓	✓	6
3.	Experience of line managing a team	✓	✓	4
4.	Experience of hard to fill, technical, diverse, and high-volume recruitment	✓	✓	4
5.	Experience of working with 3 <sup>rd</sup> party suppliers for the delivery of short term temporary workers	✓	✓	2
<b>Education</b>				
1.	Maths Level 2 (e.g., equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g., equivalent to GCSE grade C / 4 or above)	✓		4

4.	A specialist HR or Resourcing / Talent qualification	✓		2
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### **Advice to candidates**

#### **This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e., it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences, or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.