Job Description

JOB TITLE: **Senior Resourcing Manager**

Reports to: Head of HR

Grade: PM2 D

Safety Status: Non-Safety Critical

Date version agreed: April 2021

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1. Job Purpose

To lead on the development and delivery of resourcing strategies and solutions which support the organisation in sourcing the right talent using effective processes & tools.

To work closely with Senior Managers to understand key resource requirements to ensure the development of resourcing strategies meet both current and future organisational needs.

Working HR colleagues to ensure the provision of a seamless and joined up end to end recruitment service to the organisation.

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2. Safety Detail's

A; This role requires security clearance (for e.g. running of special trains)	NO
B; This role is required to hold relevant Track Safety Competence (PTS)	NO
C; This is a Safety Critical Work Post	NO
D; This is a 'Key Safety Post'	NO
E; Reference to this post is included in the Company Safety Certification documents	NO
F; This role manages employees (undertakes specific tasks indicated in the occupational & operational standards manuals)	YES
G; This role manages locations (undertakes specific tasks indicated in the occupational & operational standards manuals)	NO

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3. Dimensions

A. Financial: Manage the departmental budget as appropriate

B. Staff: Management of small team of Resourcing Advisors

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4. Principal Accountabilities

- Responsible for key resourcing strategies that meet both current and future organisational needs, to attract talent and fulfill critical resource requirements.
- Act as the recruitment subject matter expert on employee resourcing strategies to provide innovative, cost effective and timely solutions.
- Ensure that all new starters are fully compliant to rail standards and UK employment legislation.
- Optimize direct delivery and time to hire capability and strive to continually improve our service. Design, develop and maintain the recruitment process within the business evaluating and improving the effectiveness of safety critical testing, interview questions, and job adverts.
- Exploit social media and other professional networks, with the ability to undertake proactive attraction that has a direct impact on talent pipelines. Recommend ways to improve the West Midlands Trains employer brand.
- Manage senior client relationships and attend leadership meetings to review our service and report back on recruitment and selection initiatives, devising and implementing recruitment plans, campaigns and activity within agreed deadlines.
- Lead, coach and develop the Resourcing team to ensure that they understand our contractual requirements and strive to deliver a 'best in class' solution.
- Work with colleagues and clients to support our workforce strategy and demand planning requirements.
- Oversee delivery of all recruitment related services in West Midlands Trains to ensure that KPI's and SLA's are met.
- Forecast monthly revenue against business plan objectives and manage cost base effectively. Contract manage all external suppliers including recruitment agencies, advertising agencies, job boards, system providers, testing providers etc Contract Management of PSL and recruitment solutions.
- Identify and/or attend relevant industry events to keep abreast of current trends employment legislation, safety & industry standards, professional best practice. implement required changes to maintain compliance.
- Deputise for the Head of HR as and when required.

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5. Context
A: Operating Environment:
Leadership of all the activities associated with WMT Resourcing.

B: Framework and Boundaries:
The nature of the collective agreements means that a detailed knowledge of terms and conditions and their implications is essential to the role. This is coupled with the need to

build good working relationships and communication with all stakeholders in order to engender employee engagement.

6. Relationships

A: Reporting lines – Reports to Head of HR

B: Other Contacts:

Internal: Stakeholders including Senior Leadership Team; Hiring Managers; Heads Of Department; Senior Managers; HR colleagues

External: Stakeholders including Suppliers; other Train Operator Colleagues; RSSB; RDG; Industry and Specialism Contacts

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7. Knowledge and Experience

- A degree in an HR related field with CIPD qualification
- BPS Level 1 & Level 2 qualified
- An expert knowledge of recruitment is essential with demonstrable experience in an in-house Senior Recruitment role, demonstrating in depth understanding of the end to end recruitment process.
- A solid understanding of employment legislation and compliance to recruitment and industry specific laws and requirements; including referencing, redeployment and immigration processes
- Review recruitment software and suggest options for company needs that informs and adds value to recruitment and measures own performance. Experience of working on an Applicant Tracking System.
- Familiarity with social media and other professional networks, with the ability to undertake proactive attraction that has a direct impact on talent pipelines,
- Recommend ways to improve the employer brand
- Experience of team leadership including engagement, motivation and workload management.
- Exceptional customer service and stakeholder management with strong influencing and negotiation techniques, able to adapt style as required to persuade and gain support of stakeholders
- An understanding of diversity and how this impacts and connects with resourcing
- Effective project management, and campaign management (internal and external) skills

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8. Job Challenge(s):

High volume recruitment coupled with specialist talent acquisition will generate a wide range of activities, requiring the post holder to hold a robust nature/personality with a positive approach to recruitment and all associated activities

Ensuring high quality recruitment including high quality candidate and hiring manager experience.

Driving efficiency and savings from recruitment activities where relevant.