

Job Title: Regional Recruitment Specialist	
Job Evaluation Number	TBC

JOB DESCRIPTION

Job Title: Regional Recruitment Lead	Location: CTPSE
Job Family: Business Support	Role Profile Title: BB4 Police Staff
Reports To: Regional HR Business Partner	Band level: 4I (<i>subject to evaluation</i>)
Staff Responsibilities (direct line management of): Regional Recruitment Advisor, Regional HR Administrator	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Support the Regional HR Business Partner and to lead the Recruitment function for Police Officers and Police Staff for CTPSE & SEROCU, working in partnership with senior colleagues and the Business to deliver efficient cost-effective and efficient Recruitment across five forces.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Be the expert in all matters relating to police officer and police staff Recruitment, ensuring that appropriate strategies are developed and agreed with line managers, ensuring best practice is adopted wherever possible and regular reviews are undertaken to monitor the success of the processes and service. Ensure the service is aligned to the values of CTPSE, SEROCU and the South East forces, continually striving to improve through reflective practice and lessons learned
2. Lead on the monitoring and improvement of the recruitment processes in the organisation for new police officers and staff by evaluating different recruitment channels and sources and their performance for particular job positions. Work with stakeholders to seek feedback and identify opportunities for improvement.
3. Provide regular reports, and other information as appropriate and be able to interpret it to ensure the regional units have access to all appropriate information regarding recruitment, KPIs and diversity information
4. Work in partnership with colleagues and counterparts from TVP, Surrey, Sussex, Hampshire and Kent to negotiate release of police officers, in a time where resourcing is a strategic issue for all forces. Prepare business cases and supporting data to enable the negotiation of release, in partnership with line managers and senior colleagues, and present to force resourcing boards where required.
4. 5. Work in conjunction with Procurement and finance colleagues to manage the day to day relationship with the recruitment agencies and partners on behalf of the regional units, to ensure cost effective and timely recruitment and be responsible for providing data when required to inform decisions regarding temps, contractors and consultants.
5. Work in conjunction with the Regional Diversity team, the HR Business Partner, and counterparts in force to create, plan, implement and deliver attraction initiatives to build a diverse workforce.
6. Lead on managing the relationship with key recruitment stakeholders (OHU across five forces, Security, Assurance & Compliance, Vetting) to ensure that the On-Boarding process is effectively managed and to safeguard against risk to the regional units. Work with line managers and training colleagues to ensure that all pre-requisite courses are completed

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prior to joining.
7. Be flexible and adaptable to cover for other members of the team as and when required, in order to ensure resilience and a point of escalation. Ensure and maintain knowledge and awareness of legislation and policy relevant to all teams and support and coach colleagues as required in order to maximise the capability and flexibility of the wider team. Provide leadership to build a professional and capable team in support of recruitment, on-boarding and induction processes.
8. Contribute to horizon scanning into development in employment law, case law, Regulation changes and Home Office / College of Policing guidance, including benchmarking with forces and the private sector to ensure policies and process remain up to date and fit for purpose. Maintain awareness of security policies and guidelines to ensure processes remain compliant. Review and develop relevant policies, procedures and guidance, in consultation with key stakeholders, to ensure a proactive service which complies with relevant employment law, good practice, and the People Strategies of CTPSE and SEROCU.
9. Other allocated duties, including project management, change initiatives and involvement in cross force, regional and national initiatives
10. Be the expert in all matters relating to police officer and police staff Recruitment, ensuring that appropriate strategies are developed and agreed with line managers, ensuring best practice is adopted wherever possible and regular reviews are undertaken to monitor the success of the processes and service. Ensure the service is aligned to the values of CTPSE, SEROCU and the South East forces, continually striving to improve through reflective practice and lessons learned

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

The role holder will be required to operate with considerable autonomy with limited points of escalation. They will require strong technical knowledge, self-confidence, assertiveness, personal resilience and exceptional problem solving and decision making skills. They will need to be able to balance the needs of the organisation with the requirement to deliver an ethical and legally compliant service.

Many independent decisions lay with the role regarding recruitment processes to be followed, negotiating and influencing senior managers and candidates following appeals. This will include developing, coaching and building knowledge and capabilities of managers across the force to manage resourcing.

The role holder must be able to attain and retain enhanced vetting in order to perform the role.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. CIPD qualified to Level 5 or part qualified with evidenced experience of working autonomously to deliver workforce planning, recruitment or similar	E

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activities.	
2. High degree of numeracy and literacy with the ability to analyse and manipulate data, and work with budgets and write reports	E
3. Strong decision making and problem solving skills, with the ability to work autonomously and on own initiative	E
4. Proven ability to build effective working relationships with officers and staff at all levels of the organisation and external partners	E
5. An assertive individual with strong communication and influencing skills and high levels of emotional intelligence. The ability to adapt communication / influencing styles effectively according to audience / medium and the personal credibility to impact at all levels.	E
6. High level of personal resilience and the ability to prioritise and manage own workload effectively including the ability to effectively assess and manage risk and complexity	E
7. Ability to travel across South East Region when required. Working hours and level of flexibility are specific to each role and will be discussed at interview.	E
8. Previous experience of developing legally compliant policies and processes utilising best practice and benchmarking against other organisations to maximise efficiency and deliver the aims and priorities of the function	D
9. Research, horizon scanning and benchmarking skills and experience	D
Additional comments:	