

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Resourcing Manager	Current Grade:	B003
Department:	People & Development	Area:	Organisational Development
Reports To:	Resourcing Manager	No of Posts:	1
Level of vetting:	Baseline	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

- 1) Support the development and manage the delivery of the annual plan for all ranks and grades of BTP employees covering all aspects of Resourcing (e.g. attraction, recruitment, assessment on-boarding)
- 2) Manage the Resourcing team, developing and coaching team members to achieve their full potential and deliver high quality outcomes which meet business need
- 3) Responsible for horizon scanning to best position BTP for future changes in resourcing legislation / best practice

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

N/A

Staff Responsibilities – Direct or Non-Direct

2 Direct Reports, c17 non-direct reports

Any Other Statistical Data

Annual recruitment campaigns of up to 300 Police Officers, 150 PCSO's and SPC's and 500 police staff roles

REWARD

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Role Specific

- Lead the development of annual resourcing plans (taking account of workforce planning and career development / talent management activity) to ensure that the activities of the Resourcing Team are aligned to deliver against operational need.
- Deliver the annual resourcing plan to fill current and planned vacancies in order to deliver the defined future workforce capability and capacity
- Lead the development of Positive Action resourcing initiatives and other activities which ensure BTP has a representative workforce
- Manage customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP, People Development & Organisational Development
- Design, cost and plan resourcing interventions to ensure best value and return on investment for all expenditure
- Provide data and analysis as required on resourcing activities, highlighting risks to achieving outcomes and providing mitigation and solution
- Represent Resourcing and Organisational Development on initiatives and projects which require Resourcing input such as restructurings, fast track programmes and direct entry schemes.

Leadership

- Lead and direct the activities of the Resourcing Team to ensure work demands and available resources are effectively planned and managed, planning in advance for known annual recruitment campaigns (and responding as appropriate to unplanned work activity) so that required standards and objectives are met.
- Line manage the Resourcing team, coaching, supporting, directing, recruiting and developing as necessary so that the whole team work well individually, with Organisational Development, People & Development and BTP colleagues and deliver the required standard of professional service.
- Maintain a knowledge of best practice and developments in resourcing, developing own team as appropriate, so that up to date skills, approaches and solutions can be made available to BTP to maximise its performance

Diversity & Equality – ensure that all resourcing activity is compliant with BTP and legal requirements and supports the 15 in 5 BTP approach

E. DECISION MAKING:

Make decisions

The role holder will provide subject matter expertise on Resourcing activities which will lead to progression and appointment decisions

Significant say in decisions

Presents recommendations to Resourcing Manager around best value opportunities for BTP in respect of all resourcing activity.

REWARD

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Divisional Commanders / Department Heads, People & Development Team, BTPA

External

Other Police forces, External Support Networks, External Professional associations and External suppliers

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Degree

CIPD / Recruitment / business qualification

Experience:

- A successful track record in an in-house Resourcing role
- Demonstrable experience in the development of policies, processes and practices relating to Resourcing of delivering effectively against these.
- Experience in developing good working relationships with a wide range of stakeholders, both internally and externally.
- Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority to deliver a Resourcing service that meets customer needs.
- Experience of Team Leadership in particular setting objectives and providing performance feedback

Skills:

- Ability to manage upwards, laterally and downwards
- Ability to design, cost and plan resourcing activity to maximise value to BTP
- Excellent communicator with the ability to persuade and influence decision makers / senior stakeholders in a partnership approach
- Self motivated and pro-active with the ability to work well under pressure and with numerous and sometimes conflicting deadlines
- Ability to find innovative and creative approaches to support BTP's resourcing brand

Knowledge:

Good Resourcing knowledge including up to date knowledge of applicable legislation, best practice principles and regulatory requirements.

Knowledge of a range of Resourcing statistical/analytical/reporting techniques.

REWARD



Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

Flexible to travel regularly within the UK

- H. **ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Chaired by Steve Holmes
(Reward Manager)

Date: 15th Jan 2015

REWARD