

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Resourcing Manager

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose	
<p>You will work within the Resourcing Team, based at the SPS College, and with the wider business to deliver and develop the Resourcing function as a credible, business-aligned and proactive service.</p> <p>You will be responsible for the recruitment delivery of Prison Officer campaigns and internal promotions for careers at HM Prison Grampian, Peterhead. In doing so you will develop attraction strategies and an understanding of market forces as well as seek opportunities to promote the SPS as an employer of choice, both internally and externally.</p> <p>You will drive improvements in recruitment practice through developing and implementing creative and innovative solutions to resourcing issues and through your contribution to the development of policy, systems and best practice in recruitment.</p> <p>Although based at the SPS College, Polmont, the role involves working away from home and travel. The need will vary defendant on demand but is not likely to be more than five working days in any month. You will also have the opportunity to work from home.</p>	
Key Responsibilities	
1	Ensure that all recruitment adheres to the Civil Service Recruitment Principles of open and fair competition and is delivered in an efficient and customer focused manner.
2	Provide leadership and developmental support to Resourcing Advisors and Resourcing Assistants, managing team workload and monitoring and supporting the progress of recruitment campaigns.
3	Provide advice and expertise on resourcing policy, processes and techniques to HR teams, line managers and candidates.
4	Through the development and delivery of appropriate support, develop internal capacity and skill in recruitment and selection; empowering recruiters to make confident and appropriate resourcing decisions.

5	Drive improvements in recruitment practice through your involvement in a number of critical work areas (policy, systems, developing best practice).
6	Develop specialist knowledge, through research and engagement with internal/external networks to develop and deliver innovative resourcing strategies and solutions to proactively address resourcing requirements across a wide range of roles.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
COGNITIVE ABILITY An ability to comprehend written passages, perform basic mathematical functions, draw logical conclusions, and identify patterns.	ESSENTIAL	Testing
BEHAVIOURAL PREFERENCE INSIGHT QUESTIONNAIRE To provide an insight into your preferred ways of working.	ESSENTIAL	Interview
Qualifications		
Attained a minimum of CIPD Level 3 Foundation Certificate in Human Resources Practice, or equivalent/higher HR qualification and/or CIPD professional membership at a minimum of associate level.	ESSENTIAL	CV Application
Experience		
RECRUITMENT EXPERIENCE Experience of designing and delivering recruitment campaigns.	ESSENTIAL	CV Application

ADVISING AND SUPPORTING Experience of providing support, advice and direction to others in policy, processes and techniques.	ESSENTIAL	CV Application Interview
SOLUTIONS FOCUSED Experience of analysing business issues and providing practical and creative solutions which add value.	ESSENTIAL	CV Application Written Exercise Interview
Knowledge & Skills		
PLANNING AND PRIORITISING Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan and manage competing demands to ensure outputs are delivered on time.	ESSENTIAL	Written Exercise Interview
BUILDING AND MAINTAINING RELATIONSHIPS Evidence of your ability to foster effective working relationships with a range of stakeholders and influence others to achieve desired outcomes.	ESSENTIAL	Interview
COMMUNICATION & INTERPERSONAL SKILLS Evidence of excellent interpersonal and communication skills, with an ability to engage audiences face to face and through effective high quality written communications.	ESSENTIAL	Written Exercise Interview
PROBLEM SOLVING AND DECISION MAKING Excellent problem solving skills and sound judgement, knowing when to flag issues and when to deal with and make decisions independently.	ESSENTIAL	Interview

Selection Process Key Dates

Vacancy Closes for Applications	17 September 2020	Time	23:55
Cognitive Ability Testing	Friday 18 September to Wednesday 23rd September.		
Competency Sift Outcome	<p>By 30th September 2020</p> <p>Your application will be reviewed against the above noted competencies to determine if you will progress to the next stage of the process.</p>		
Written Exercise Submission and completion of Behavioural Preference Questionnaire Date	<p>4th October 2020</p> <p>If successful at the competency sift stage of the recruitment process, you will be invited to undertake a written exercise and behavioural preference insight questionnaire.</p> <p>This questionnaire will not be used to sift applications, it will instead provide the panel an insight into your preferred ways of working and this will feed into the interview process.</p> <p>The written exercise will be assessed and will inform the recruitment decision making process.</p>		
Assessment Date (Interview)*	6 th and 7 th October 2020		

***please note dates are subject to change and all assessment dates may not be available.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Angela Fletcher** by email at: **Angela.Fletcher@sps.pnn.gov.uk** or by telephone on: **0131 330 3836** to allow reasonable adjustments to be made to assist you.

