

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Fire and Rescue

Job Ref Number: 03471

Service Area: People and Professional Development

Grade: G10

Job Title: Talent, Resourcing and Learning Manager

PURPOSE OF JOB:

To work together for safer communities by leading on the recruitment, learning and talent management services for Lincolnshire Fire and Rescue (LFR). The post holder will provide strategic input to the delivery of workforce planning and succession planning priorities, working closely with colleagues across LFR and Lincolnshire County Council (LCC) to ensure alignment of a cohesive strategy across the council.

The post holder will directly report to the Head of Professional Development and People, leading the talent, resourcing and learning team in identifying synergies between the three elements of Talent, Resourcing and Learning. They will ensure the model for resourcing contributes to the strategic direction for managing the pipeline of talent and for succession planning for all LFR roles. This will be achieved by developing a delivery plan for resourcing and retention, covering sourcing channels, development of selection methods aligned to National Fire Chief Council (NFCC) best practice and ensuring the team is best placed and trained to advise on this.

The post holder will consider tools and digital/system/technology developments in the market as they arise to ensure that LFR succeeds in attracting and retaining the right workforce. The post holder is also the lead for improvement work that ensures systems and processes are aligned to LCC as far as practical, making the delivery as streamlined as possible. Accuracy of workforce related recruitment data and reporting is essential to inform people strategies across the Council.

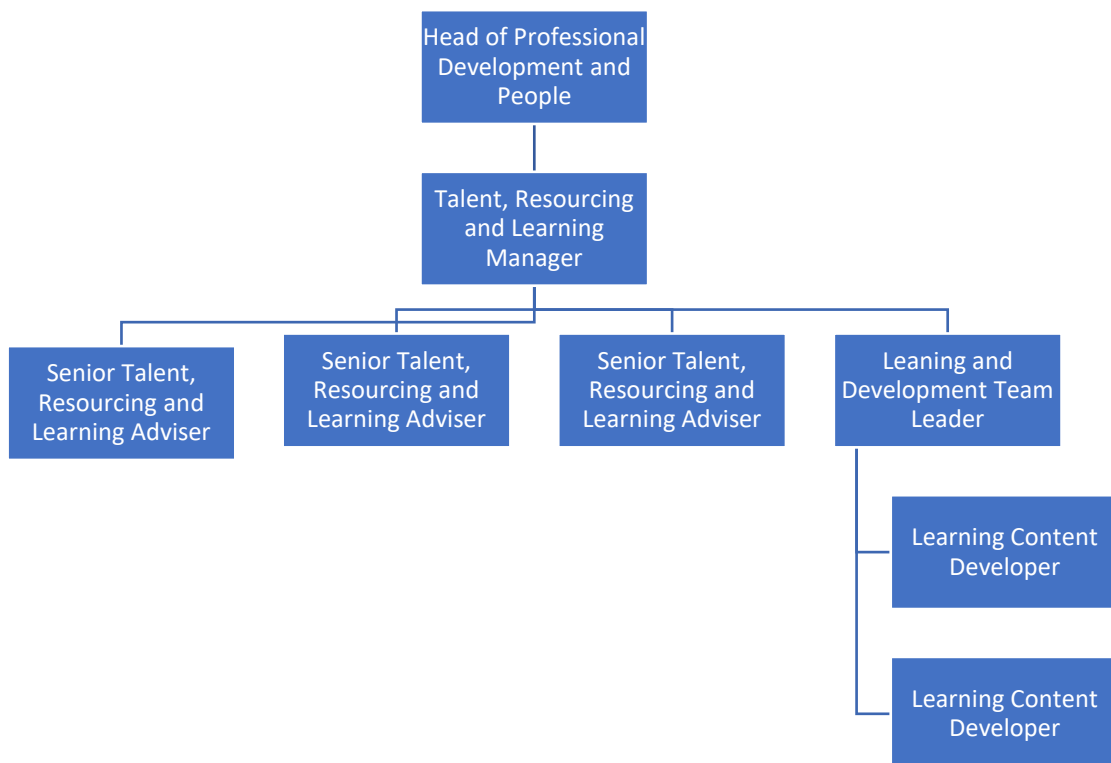
The postholder will lead the learning agenda ensuring staff across the service are supported to learn, grow and develop. The postholder will lead the team to develop and maintain development pathways and be responsible for ensuring operational pathways meet the criteria specified within the Skills for Justice quality assurance framework. They will ensure all staff are provided with inclusive learning opportunities and staff are competent to undertake their duties. The postholder will be responsible for the contract management of the LMS systems.

The postholder will:

- Advise and drive the strategy for recruitment and retention, learning and development, talent management strategy.
- Be responsible for day to day management of the talent, resourcing and learning team within Lincolnshire Fire and Rescue, defining roles and responsibilities and for allocating resource to projects and priority areas.

- Develop the team through sharing information effectively, coaching and communicating a clear vision to ensure staff are productive, engaged and motivated to deliver LFR and the Council's objectives. This will include setting clear goals, aligned to the Service Plan and Corporate Plan.
- Manage the talent, resourcing and learning budget and oversee service contracts.

TEAM STRUCTURE



MAIN DUTIES:	
1	Strategy development – Work collaboratively, to support and provide SME advice to the Head of Professional Development and People to develop and implement the Talent, Resourcing and learning Strategy, ensuring alignment with LFR's Community Risk Management Plan, workforce strategy and service plan, taking into account the workforce challenges around succession, recruitment and retention.
2	Advice to managers - To lead and innovate, helping LFR to become an exemplar employer of choice within the fire sector, aligned to the Council's strategic priorities. Attending management and senior management meetings to contribute and advice on strategies, data and other matters related to talent and resourcing.
3	Corporate projects - Manage and deliver specialist talent and resourcing projects, ensuring a link to NFCC strategic workforce deliverables and projects. Ensure projects and activities delivered are up-to-date with latest legislative and professional practice.
4	<p>Improving organisational effectiveness – Manage the data and analytics and show the impact and return on investment of recruitment campaigns as well as making strategic recommendations based on the data linked to wider strategic workforce planning.</p> <p>Contribute to a culture of service excellence and support continuous improvement by bringing insights into the organisation to identify opportunities, risks and priorities.</p> <p>Support an environment for ideas and innovation to be explored and work practices challenged encouraging staff to reach their full potential.</p>
5	Strategic implementation and review of relevant Service Orders – Manage appropriate arrangements to monitor implementation, compliance and impact of service policies ensuring that managers and employees are aware of their responsibilities.
6	Risk management – Identify and develop responses to key risks relating to service delivery and to the implementation of associated policies and programmes.
7	<p>Role Model – Provide visible role modelling of the Council's values and culture, role modelling required behaviours and challenging others. Act as a trusted advisor to Senior Managers, providing appropriate challenge and opening their thinking to the potential and possibilities for resourcing.</p> <p>Keep abreast of the latest developments in the field of talent and resourcing, including legislative changes to guidance and policy.</p> <p>Ensure Talent, resourcing and learning practices are reflective of diversity and inclusion.</p>
8	Team management – Manage and motivate the Talent, Resourcing and Learning Team to deliver LFR's recruitment volumes/needs for both internal and external hires, develop our staff and provide inclusive and innovative learning pathways and opportunities, defining roles and responsibilities and allocating resource, as required. Development of the team through sharing information effectively, coaching, training and communicating a clear vision to ensure that staff are productive, engaged and motivated to deliver the organisations objectives. This will include setting clear goals and smart stretching objectives.

9	Branding - Be responsible for and advise on the creation of suitable adverts and recruitment campaigns for roles taking into account the relevant legislation and incorporating the Council's Employee Value Proposition (EVP) and corporate branding guidelines.
10	<p>Compliance - Use the Council approved applicant tracking system (ATS) to manage the full recruitment workflow and for candidate and interview management and as a tool to keep hiring managers appraised of progress on their recruitment.</p> <p>Ensure the chosen ATS and any associated systems e.g. Talent Central or job board aggregation tools, are fully utilised by the team making sure there are no single points of failure in the service. Ensure the team maintain all systems up to date and accurate, ensuring confidentiality and compliance with GDPR regulations and council policies. Review as needed the effectiveness of the system and ensure the Council's chosen Applicant Tracking System (ATS) and associated interfaces, for example integration with job boards or approved psychometric testing systems are fit for purpose and modern day recruitment practices. Provide system training to internal HR and Business Support users and hiring managers if required.</p> <p>Recommend system improvements, and where practicable undertake system improvements and development/build directly, or work with the system provider in undertaking this work.</p>
11	<p>Evaluation and Effective HR Service Delivery and Efficiency</p> <p>evaluate all learning and development activities to assess impact and value for money.</p> <p>contribute to processes which ensure that in-house and outsourced services are delivered cost effectively using customer feedback and benchmarking to help create a culture of continuous improvement and learning within the service.</p>
12	<p>Income Generation</p> <p>consider/respond to relevant opportunities to generate income from the expertise of the HR service and/or to partner with other organisations to improve service resilience to the Council and the sector.</p>
13	<p>Training Plan</p> <p>develop an annual training implementation plan outlining how the Services Learning and Development Strategy will be delivered to the workforce and how this integrates with corporate training and development plans.</p>
14	<p>Resourcing Plan</p> <p>review, design and manage the delivery of Lincolnshire Fire and Rescue's resourcing plan working with external partners and internal stakeholders, where appropriate and ensuring the requirements of all Service Area/s are met, including those with 'hard to fill' positions.</p>

15	Talent Management Review, design and manage the delivery of Lincolnshire Fire and Rescue's talent management programme working with external partners and internal stakeholders, where appropriate.
16	Procurement and Contract Management To work with when commissioning internal and external expert advice and support to ensure talent, resourcing and learning solutions are delivered within required timeframes and in response to business need. Lead the procurement and re-procurement of Talent, Resourcing and Learning contracts, establishing options and cost effective contract management.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Knowledge of latest thinking and best practice in all aspects of Resourcing and Learning and the capacity and understanding to interpret this for the benefit of the Service.	A I	x	
Appropriate professional qualification in HR and/or recruitment (e.g. Level 7 qualified with Chartered CIPD status), or be able to demonstrate equivalent relevant experience	A	x	
Experience in all elements of recruiting process including: candidate attraction, candidate qualifying, networking, assessment and selection, and stakeholder management	A	x	
Sourcing expertise with a proven record of tracking down high-quality candidates for difficult to fill roles. Understanding of wider recruitment related areas including metrics, branding, diversity, talent mobility, social media and workforce planning.	A	x	

Demonstrable experience of developing and implementing talent and resourcing strategies.	A I	x	
Knowledge of employment law relating to resourcing and experienced in working to enhance	I	x	

diversity and inclusion plans in organisations			
Experience of working in Local Government or Fire and Rescue Service	A		x
Effective line management of people	A I	x	
Evidence of effective management of budgets and forecasting of budgets	A I		x
Demonstrable experience of project management within scope of responsibility	A I	x	
Ability to think conceptually, analyse complex data critically, predict and mitigate risk	I	x	
Experience of developing and managing strategic and innovative resourcing delivery plans in the organisation	A I	x	
Exceptional interpersonal and presentation skills; the ability to remain calm under pressure and liaise with individuals at all levels of the organisation. Experience of influencing, advising and working in partnership with a variety of internal and external stakeholders	I	x	
Excellent IT skills, including but not limited to, experience of using excel and other Microsoft Office applications and applicant Tracking Systems (ATS)	I	x	
Shows flexibility in thinking and is always open to new ideas and approaches and continually keeps up to speed on market developments and trends	I	x	

