



MacIntyre

Providing support...your way

Job Description

Recruitment Manager

Role Summary

We want to attract the very best people who are capable of making a real difference to the lives of people who draw on MacIntyre's support. To do this we know we need to establish purposeful and deep-rooted connections across the local neighbourhoods where we work, we need to ensure that our bespoke campaigns have the voice of people who draw on our support at their heart and we need to have confidence that our support processes are fit for purpose.

To lead, manage and ensure the successful delivery of recruitment campaigns in support of continuous improvement and growth within MacIntyre. You will lead on the creation and delivery of a project implementation plan under the direction of a Head of Recruitment. Your leadership will ensure excellent practice in all aspects of recruitment ensuring delivery of a high quality, outcome focussed, value for money and person centred approach. In line with MacIntyre's expectations around co-production, you will promote meaningful, active involvement of people we support and their families. You will ensure that you remain abreast of best practice developments within the sector and ensure that you are shaping MacIntyre's continuous improvement and growth projects in line with this.

You will be accountable to the Head of Recruitment

Our job descriptions are all written with the following four key points about MacIntyre in mind:

Our Vision

For all people with a learning disability to live a life that makes sense to them.

Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below, but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

The People We Support

- To work in accordance with MacIntyre's values as explained within our DNA
- To ensure that people we support are treated with respect, dignity and equality, ensuring their involvement in all recruitment activity
- To be personally responsible for the standard and quality of your practice
- To safeguard and promote the welfare of the people we support
- Promote a culture in which individuals are enabled to have a strong voice and are able to express their views, and be actively involved in decisions using the principles of co-production.

Our Staff

- Lead, motivate and develop staff within the Central Recruitment team, whilst proactively managing the distribution of work across the team
- Coach, train and mentor managers to enable them to lead and deliver excellent recruitment outcomes
- Ensure efficient and coherent communications links within Adult Services, Children and Young People, No Limits and Central teams, in order to foster a culture of openness and transparency so all stakeholders are properly and accurately informed about recruitment activity
- Work closely with staff from support teams such as HR, Compliance and L&D to support recruitment activity and succession management processes
- Work with various groups of people across MacIntyre to review and rewrite job descriptions as required
- Partner with the internal Diversity Advisory group to ensure people elements of the EDI strategy are delivered and that equality, diversity and inclusion is embedded across the recruitment agenda
- Promote the health and safety of employees at work and of people supported through the implementation of MacIntyre's corporate Policy for Health, Safety and Welfare at Work in accordance with all relevant statutory requirements
- Ensure any project teams work together collaboratively, sharing responsibility and resolving conflict effectively and constructively.

Quality

- Support with the development and discharge of an organisation wide Workforce Plan
- Take an active approach to learning new and different quality improvement and project management techniques and be open to new ways of working bringing fresh ideas to different projects
- Effective implementation of the recruitment strategy; leading on new and innovative methods of recruitment and retention across our divisions
- Apply new strategies to attract diverse candidates across our divisions
- Work with the Marketing team in order to optimise attraction and employer brand

- Oversee the continuous development of Hiring Managers (Appointing Officers) and Area Administrators' capability to deliver best practice hiring methods and ensure a positive candidate experience across MacIntyre
- Provide timely and accurate advice and support to managers and staff on recruitment and selection issues, ensuring you keep up to date with knowledge of MacIntyre to ensure that advice meets MacIntyre's business needs
- Manage internal and external relationships to ensure expectations are being met, collecting, analysing and responding to service monitoring information including candidate and staff feedback to ensure the delivery of a high-quality service
- Contribute to the development and maintenance of Recruitment policies and procedures, helping ensure consistency and effectiveness of recruitment and selection practice across the Charity.
- Maintain up-to-date knowledge of best-practice recruitment and selection methodologies and tool
- Achieve and maintain compliance with Ofsted, CQC, CIW or equivalent standards, ensure contract compliance and adherence to internal standards.

Sustainability

- Create recruitment campaigns, define project roles, responsibilities, budgets and goals with the Head of Recruitment
- Manage recruitment campaigns, monitor progress, adapting to changing requirements and adjusting plans, so that agreed outcomes are on time and to specified quality
- Participate in recruitment and selection panels as required, ensuring that these follow relevant employment law, MacIntyre policies, guidance and best practice
- Monitor supplier performance for external recruitment agency services, including meeting regularly with recruitment agencies to ensure high quality response and agency staff provision
- Ensure Recruitment policies, procedures and guidance for managers and staff are in place and legally compliant
- Together with Head of Recruitment, ensure appropriate management of the recruitment budget
- Assess potential risks to the organisation and advise Directors accordingly
- Ensure that the organisation works within all relevant legislation.

Leadership in MacIntyre requires you to

- To lead, exemplify and evaluate excellent practice
- To motivate and empower all staff to carry the vision forward and model the values and vision of MacIntyre
- Be person centred in your approach
- Be visible, accessible, approachable and to "roll your sleeves up" when required
- To behave in a way that demonstrates you take ownership and responsibility
- To attend meetings, training events and conference, where required
- To undertake any other duties as requested by your line manager.