

Job Description

Job Title:	Resourcing Business Partner
Location:	Park Lane Campus, Leeds Expected to travel to all sites in the group
Grade :	F
Reports to:	Head of Resourcing
Working hours:	37 hours per week
Date of compilation:	August 2024

CORE RESPONSIBILITIES:

Support the delivery of the Resourcing strategy to ensure the achievement of the group objectives

Develop candidate attraction plans, working with stakeholders to ensure these are delivered across the group

Support the Head of Resourcing in implementing the Luminate recruitment policy and associated procedures

Work with stakeholders across the group to provide technical expertise in relation to recruitment and selection activities

Support delivery of end-to-end recruitment and selection process, including talent acquisition

Advise on candidate attraction methods and ensure the most appropriate method is used for filling vacancies (including volume recruitment, hard to fill roles, internal progression, external recruitment campaigns and executive search) utilising a range of methods including events, social media and job boards

Ensure training on Safer Recruitment practice is available for all hiring managers, deliver relevant training to hiring managers and ensure audits take place regularly.

Implement and develop the on-line recruitment system and actively suggest opportunities for improvement

Establish clear and efficient systems of working across the Luminate group and develop team guidance documents to support recruitment, pre-employment and on-boarding processes.

Upskill, train and manage members of the resourcing team as required

Draft and publish recruitment advertisements which promote Luminare Education Group and attract high quality candidates

Build strong external relationships – with recruitment agencies, suppliers, partners and appropriate networks to support the search for external candidates. Maintain a sound understanding of the local recruitment market and competitor activity for key roles and scarce skills

Utilise a range of recruitment tools including assessment centres, competency-based interviewing, psychometric testing to ensure a fair recruitment and selection process

Develop resources for managers to support the interview and assessment process and raise awareness and of the toolkit available through appropriate channels

Participate in project teams and represent the Resourcing function in meetings, workgroups as required

Provide an engaging on-boarding process for the successful candidate to ensure the early interaction with the organisation is as smooth as possible

Work with L&OD to ensure a warm welcome, comprehensive induction and the provision of any relevant new starter training that is required

Contribute to the development of a suite of job descriptions and person specifications that map to the college posts and grading structure

Support benchmarking and market related pay research to understand local rates of pay and enable Luminare Education Group to remain competitive and an employer of choice

DEPARTMENTAL RESPONSIBILITIES:

Deliver an enabling and responsive, customer-focused HR and OD service

Work collaboratively and consultatively across the group to ensure the service proactively supports managers, employees and key stakeholders

Commitment to the delivery of a professional manager-led HR and OD (People) Service

Contribute towards service cross-functional projects and work streams

Improve and maintain internal relationships with Luminare Business Support teams, such as Health & Safety, Estates, MIS, Finance, IT, Capital Projects and Student Recruitment and Marketing, Student Life and QTL

Contribute to and actively support the Wellbeing Strategy

GROUP RESPONSIBILITIES:

Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in review and development schemes

Comply with group safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy

Comply with all policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional Standards

Manage and promote restorative practice approaches and the strengthening of relationships

Comply with all legislative and regulatory requirements

Promote a positive image of Luminare Education Group

Embody Luminare’s values:

Any other duties commensurate with the level of the post, which may be required from time to time

Job Description	
Compiled By:	Luminare Education Group
Compilation Date:	August 2024

Person Specification

Job Title:	Resourcing Business Partner
Department	Human Resources

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to degree level or equivalent	A
E	Q2. Educated to Level 2 or above in English and Maths or equivalent qualification (for example GCSE grade C or GCSE grade 4)	A
D	Q3. Level 3 CIPD qualification and the commitment to work towards level 5 CIPD	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Up to date knowledge of Recruitment best practice and relevant legislation	A/I
E	EK2. Experience in delivering training to hiring managers online and/or in person	A/I
E	EK3. Knowledge and experience of initiating, planning and implementing longer term Resourcing/HR initiatives	A/I
D	EK5. Experience of contributing to the management of budgets, information, transactional and administrative processes	A/I
E	EK6. Proven Experience in recruitment/talent acquisition	A/I/P
E	EK7. Knowledge and understanding of creative selection methods and techniques	A/I/P
D	EK8. Detailed working knowledge of Keeping Children Safe in Education Legislation and recruitment practices affecting the education sector	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to develop and deliver pragmatic Resourcing (HR) solutions to complex situations and pro-actively problem-solve	A/I
E	SC2. Effective communication skills both written and oral	A/I/P
E	SC3. Ability to effectively manage, coach, supervise, mentor and appraise team members	I
E	SC4. Ability to analyse and interpret varied workforce data to solve complex and difficult situations	A/I
E	SC5. Ability to contribute towards improving service delivery and/or processes with cost-effective solutions	I
E	SC6. Ability to influence and negotiate	I
E	SC7. Ability to plan, prepare, report and present issues to a wide range of audiences including Executive and Leadership Teams	I/P
E	SC8. Numerate with ability to analyse data and draw patterns and conclusions from the data	I
E	SC9. Proficient in the use of tools such as social media and job boards in order to generate pipelines of relevant candidates	A/I
E	SC10. Good working knowledge of Applicant Tracking systems and candidate databases	I
D	SC11. Ability to carry out day to day management, coaching and mentoring, including supervision, appraisals, 1:1s and team meetings and to work with colleagues/leaders across the HR team	I

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	A/I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I
E	Commitment to the Group values	I