



Role Profile

The Role			
Job Title:	Resourcing Business Partner	Reporting to:	Head of Resourcing
Function / Org Unit:	People & Culture / Resourcing	No. of Direct Reports:	0
Base and travel:	Hybrid working - home and location based	Total No of Reporting Staff:	0
Job Dimensions:	35 hours per week, with flexible or extended hours when required	Budget (Operating/Capital)	Tbc
1.	<p>Job Purpose:</p> <p>To support the strategic aim to attract, develop and retain diverse, highly motivated and talented employees with the skills to operate in a progressive, open and empowering culture; who share the RSPCA's vision, mission and demonstrate our beliefs and values; and who are committed, through their role, to making a positive difference to animal welfare.</p> <p>To manage the recruitment cycle for vacancies including key specialist, technical and professional roles, supporting all aspects of the recruitment, selection and appointment and, as appropriate, the provision of specialist recruitment and selection guidance to meet the requirements of Hiring Manager</p> <p>To adopt a flexible approach to recruitment and be an Ambassador of the RSPCA brand, ensuring excellent customer service and levels of satisfaction.</p> <p>The Resourcing Business Partner will be responsible for aligning recruitment mechanisms to ensure all resourcing is effective, valuable, reflective of our purpose and use principles that fully supports diversity and inclusion.</p> <p>Provide cost effective and quality in house recruitment service delivery to meet the needs of the RSPCA mission, strategy and purpose.</p> <p>To further reduce the reliance on recruitment agencies and to minimise agency spend.</p>		

2. Principal accountabilities

- Work in close partnership with each of the RSPCA's directorate, departments and teams, to truly understand their challenges and formulate appropriate strategic and tactical initiatives
- Develop an engaging and inclusive recruitment and selection process which delivers talent and capability in line with agreed organisational needs at the RSPCA.
- Work closely with the HRBPs, advise on specialist assessment activities (values, personality, ability, behavioural) to support robust appointment decisions.
- Advise and support managers in the development of values and competency based interview questions.
- Proactively and professionally representing the RSPCA in the external market as an employer of choice for candidates.
- Lead the recruitment process, providing best practice advice to hiring manager, advising on appropriate selection methods, leading interviews and decisions
- Collaborate with all teams within the People & Culture directorate to ensure that appointment and onboarding processes are efficient and effective.
- Supporting the assessment process for any required psychometrics or testing tools
- Coach recruiting managers to improve interviewing, assessment and selection competence
- Effectively ensuring the engagement throughout the whole process delivers a positive experience, encouraging gathering candidate feedback about our process.
- Build relationships with key stakeholders within the RSPCAm at all levels, through collaborative working arrangements and regular communication.
- Develop and lead resourcing plans to meet business needed as a results driven recruiter with emphasis on service rather than 'closing the deal'.
- Interview candidates when required.
- Managing the offer of employment and onboarding process to ensure successful candidates are engaged and excited about joining the RSPCA
- Ensuring job adverts effectively reach a diverse pool of talented candidates
- Ensuring all resourcing processes are compliant with UK legislation

Business Case for Recruitment

- Manage the approval process for all recruitment across the Society. Working closely with business leaders, managers and finance to ensure that robust cases are presented. Partnering with the Resourcing team to progress approvals into a selection process
- Proactively challenging current practices and rationales, making recommendations for continuous improvement and cost effectiveness.
- Business partnering with key stakeholders to understand the business requirements and financial impacts of the recruitment.
- Responding to issues raised by approval Directors and sourcing appropriate solutions.
- Oversee the management of the database for recording business cases and rationales

Project Work

- Lead the identification and implementation, on behalf of the Resourcing Team, of an applicant tracking system.
- Scope, develop and implement Graduate Schemes, Industrial Placements & Work Placements.
- Building, developing and maintaining effective working relationships with key stakeholders, both in HR and the business to understand current HR priorities and associated risks.
- Engaging with appropriate business and functional stakeholders to make recommendations on specialist interventions.
- Be strong in project planning and management to ensure a robust plan is in place to deliver any organisational change via the HRBP and ER teams as well as operational management

Policies, Procedures and Processes

- Lead on the development of resourcing procedures, processes and guidance notes ensuring compliance with relevant legislation and best practice and are aligned to the Society's strategic objectives.
- Work with colleagues in the wider People & Culture Division by providing input into their policy review and development work as requested.
- Working closely with the Head of Resourcing, support and promote continuous improvement, regularly benchmarking practice against external companies, current employment legislation and future trends
- Work collaboratively in the development & implementation of the RSPCA Employer Brand as part of the Resourcing team
- Model the organisation values, holding self and others accountable, and translate strategic objectives into actionable items that inspire others to behave and operate at their best.

3. Key Competencies:

1. **Specialist knowledge** - Detailed knowledge of a range of recruitment and selection methods and assessment techniques. Understands technical and professional aspects of resourcing and talent attraction. Good understanding of systems for managing recruitment including online application and assessment options. Continually maintains technical knowledge.
2. **Planning, action orientation & results driven** – Organises and prioritises work, with a clear readiness to make decisions, take the initiative and focus on delivery.
3. **Quality orientation** - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.
4. **Engagement** – Ability to effectively and proactively communicate and engage with all levels of the organisation
5. **Oral and written communication** - Speaks clearly, fluently and in a compelling manner to both individuals and groups. Designs and delivers work in a clear and concise manner, using appropriate grammar, style and language for the audience
6. **Flexibility and resilience** - Successfully adapts to changing demands and conditions. Maintains effective work behaviour in the face of setbacks or pressure. Remains calm, stable and in control of themselves

	<p>7. Personal motivation - Commits self to work hard towards goals. Shows enthusiasm and career commitment.</p> <p>8. Team work – Act as a role model and an integral part of the Resourcing team. Communicating and engaging with individuals and colleagues, supporting as needed to ensure the team delivers what is required and is successful</p>
4.	<p>Communications and Working Relationships: Reporting to the Head of Resourcing, work closely with the P&C team and RSPCA leaders and managers in the development and implementation of organisational design and development processes and initiatives.</p> <p>Will need to work collaboratively with the HR Business Partners and HR Centres of Excellence to deliver high volume recruitment, occasionally complex, recruitment and selection activities and to collaborate on policy development and implementation.</p>
5.	<p>Framework, Boundaries, Decision Making Authority and Responsibility:</p> <ul style="list-style-type: none"> • Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals. • Take care of their own health and safety and that of others who may be affected by their acts and omissions. • Uphold the RSPCA's core values • Cooperate with Society policies and procedures • Understand and comply with any Society Code of Conduct.
The Person	
6.	<p>Qualifications:</p> <ul style="list-style-type: none"> • Professional HR qualifications e.g. CIPD, MCIPD, IRP, REC or equivalent recruitment agency/qualification (desirable) • Combination of inhouse and agency experience
7.	<p>Knowledge & Expertise</p> <ul style="list-style-type: none"> • Be an experienced recruiter with an eye for spotting great talent - both for current and future roles • Highly experienced in creating attraction / social media campaigns and strategies (beyond job boards) that deliver results • Experience of working with roles over a range of Head Office professional functions at all levels up to senior management • Experience in reviewing recruitment and selection processes and developing it where required, to ensure a fit for purpose process that reflects • Employer brand management and development - knowing how to make roles attractive to candidates • Used to operating in a high-volume recruitment environment • Knowing how to represent the RSPCA internally and externally with the professionalism expected of a market expert
8.	<p>Skills and Personal Qualities:</p> <ul style="list-style-type: none"> • Exceptional communication engagement and relational skills demonstrated at all levels of the organisation • Solid consultancy, analytical/diagnostic skills and report writing • Ability to make sound judgements around issues that may have an adverse effect on the business. • Facilitation and coaching skills.

- Strong planning and organisation acumen with the ability to simultaneously manage a number of challenging projects and issues.
- A proven self-starter, with evidence of taking the initiative and persisting in accomplishing objectives despite obstacles and setbacks.
- Works well under pressure, thriving in a fluid environment and can change direction quickly to keep up with business demands, maintaining use of best practices in HR.
- Project management experience.
- Excellent team player who works collaboratively across all stakeholder groups, supporting on a group and individual level.
- Exceptional communication and stakeholder management skills
- Passionate and proactive in creating a positive work environment and to deliver results
- Strong relationship building skills and developing effective partnerships
- Ability to manage and prioritise multiple campaigns and deadlines
- Skilled in developing reports/presentation to a high standard
- Be able to adapt your style, think on your feet and have a can-do mentality

Our Values	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p> <p>We are compassionate: we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p> <p>We are inspirational: we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p> <p>We are committed: we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> <p>We are expert: we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> <p>We act with integrity: we are honest and trustworthy, we act with integrity, we do what's right.</p>
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Creation and Authorisation

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Profile written by: Samantha Francis	Role: Head of Resourcing	Date: 31 March 2021
Approved by (operations):	Role:	Date:
Approved by (HR): Caroline McCague	Role: AD - HR Operations	Date: 23/4/21
Date Job last evaluated:		