



## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	<b>Recruitment Manager</b>
<b>Salary:</b>	£37,510 (may be negotiable depending on experience)
<b>Team:</b>	Resourcing, HR & Diversity
<b>Number of Posts:</b>	1
<b>Contract Type/Duration:</b>	Permanent

### Team Information

The House of Commons Resourcing team has responsibility for meeting all House recruitment (including Early Careers opportunities and Apprenticeships) and onboarding requirements, as well as leading on any Employer Brand activity. Managing approximately 800 campaigns each year the team actively engage with business teams to support ongoing needs, whilst supporting staff mobility opportunities such as internal transfers, secondments and redeployments.

### Job Information

The Recruitment Manager leads the Recruitment team, which typically includes 4 Recruitment Specialists, an Early Careers Recruitment Specialist and 2 Candidate Engagement Officers. They are responsible for managing the entire recruitment lifecycle, ensuring that all recruitment and onboarding processes are managed in a fair and equitable way, including accountability to Diversity and Inclusion initiatives, and both hiring manager and candidate experiences.

In addition, they are responsible for managing and monitoring recruitment supplier performance to ensure that relevant practices and processes are appropriately followed. They will also provide professional and relevant recruitment and pre-employment checking advice and information on procedures and practices.

Alongside management duties, the Recruitment Manager will take personal responsibility for supporting recruitment campaigns to support teams in the House.

### Responsibilities

#### Staff Management and Team Performance

- Manage and monitor team performance metrics as agreed with the Head of Resourcing. This could include, Time to Hire, Cost per Hire, D&I reach etc
- Develop and manage team reporting requirements with the Operations Support Manager to ensure regular updates can be provided to members of the team and to the wider business

- Oversee any team reporting, ensuring data integrity is maintained and challenged through ways of working where there are inconsistencies
- On a day to day basis, monitor the recruitment budget particularly around agency spend, identifying any areas to undertake a review
- Oversee redeployment and level transfer lists to ensure they are kept up to date and used effectively
- Allocate, plan and prioritise work across the recruitment team. Ensure all work produced by the team is to a high standard and providing support and advice as required.
- Effectively manage, motivate and develop staff within the team, to ensure they deliver a consistently high-quality service.

### **Customer Services/Support**

- Lead candidate and hiring manager experiences, ensuring the team provides regular communication/update and both parties remain engaged throughout the process
- Oversee recruitment and onboarding processes, ensuring systems and documentation are regularly reviewed and updated as necessary
- Liaise with Managers and HR Business Partners to ensure immediate staffing needs are met e.g. managing expressions of interest, level transfer requests, managed moves, agency recruitment, secondments.
- Provide timely and accurate advice and support to managers and staff on recruitment and selection issues, developing and maintaining knowledge of the business to ensure that advice meets business need.
- Manage customer relationships to ensure their expectations are being met, collecting, analysing and responding to service monitoring information including customer feedback to ensure the delivery of a high-quality service.
- Oversee the management and monitoring of the agency recruitment process for the House of Commons, in consultation with the Parliamentary Procurement and Commercial Service where required.
- Act as the first point of contact for any customer or candidate complaints, working with the Head of Resourcing to identify suitable responses, when appropriate
- On implementation in collaboration with the Head of Resourcing, drive consistency in working practices across the team, identifying opportunities for further review and enhancement

### **Contract Management**

- Monitor performance and meet regularly with suppliers to ensure high quality and effectiveness of response handling, advertising and interim and temporary staffing.
- Participate in procurement exercises designed to identify providers for key recruitment services functions.
- Monitor and manage House processes to ensure the most efficient interaction with the external agencies that provide support to recruitment.
- Manage supplier relationships with recruitment agencies and other recruitment partners

### **Human Resources Policy**

- Contribute to the development and maintenance of HR policies and procedures; helping ensure consistency of recruitment practice across the House.
- Work with Learning & Development to help identify the need for learning and development interventions relating to recruitment and selection, deliver recruitment training as needed and update the training materials as necessary.

### **Recruitment delivery**

- Manage individual recruitment campaigns for posts at all levels for any area of the House, including Senior Civil Service roles (SCS) by effectively using the ATS and ensuring compliance with the House of Commons (HoC) recruitment process, KPIs, and key legislations relating to recruitment and selection (e.g. Equality Act 2010), to ensure successful placement of high quality internal and external candidates in a diverse range of posts.
- Review redeployment and levels transfer lists in all cases to ensure that opportunities for individuals on those lists against live campaigns can be taken as early as possible
- Participate on recruitment and selection boards as required, ensuring that these follow relevant employment law, best practice and House policies.
- Develop and agree an attraction strategy with hiring managers in line with Diversity and Inclusion initiatives, working with the Employer Brand Lead to identify new channels to market where needed
- Make recommendations, give advice, and offer evidence-based opinions on how to fill niche or hard to fill roles, managing a 360 process for several roles at one time

## Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

## Hours

We welcome applications from candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

## Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

## Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

## Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice.

**Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes.

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

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## Skills and Experience

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### Criterion 1

Demonstrable experience of leading an in-house head office focussed recruitment team; their performance and development

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### Criterion 2

Significant direct experience of in-house recruitment gained across a breadth of role types and levels

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### Criterion 3

Experience of advising managers on recruitment and onboarding policies and any relevant employment law

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### Criterion 4

Significant stakeholder management experience gained through working with a broad range of people, and influencing at a senior level

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### Criterion 5

Proven experience of promoting a culture of diversity and inclusion both in recruitment practices and across teams

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### Criterion 6

Oral and written communication skills able to communicate effectively at all levels and to adapt style of communication to meet the needs of the audience

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