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| **Post title:** | Graduate Trainee Make Care Matter – Resourcing Solutions |
| **Grade:** | E F G (6 months Grade E, 6 months Grade F, 6 months Grade G) |
| **Responsible to:** | Talent Acquisition Manager |
| **Staff managed:** | None |
| **Directorate:** | Central Services |
| **Service:** | Resourcing Solutions |
| **Job family:** | **P&T - Professional & Technical**  |
| **Date of issue:** | July 2024 |

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| Job context |
| The post holder will be working on a project dedicated to International Recruitment, supporting both NYC and the wider Care Sector in North Yorkshire to recruit suitably qualified international Care and Social Workers. Working in partnership with the Quality and Commissioning Teams in Health and Adult Services and Children and Young People’s Services the postholder will ensure vacancies meet the criteria for sponsorship, whilst also ensuring candidates meet Home Office eligibility for sponsorship. All graduates are expected to participate in the ‘corporate graduate development programme’ – the content is as follows:* Corporate Induction.
* Aspiring Managers Programme.
* Managers webinars programme.
* Access to online material, including Ashridge Management College.
* Graduate Network membership, including ‘lunchtime learning.’
* Mentor support.
* Graduates will be offered the appropriate management skills training if they have staff to manage during their programme or to support their permanent placement following the graduate programme.

Resourcing Solutions deliver professional recruitment services to the Council and many varied partners and clients. The Team delivers a wide range of resourcing related projects on a portfolio basis including recruitment to the education sector and care sector, executive recruitment services, employability and careers programmes, volunteer recruitment, equality, diversity and inclusion and recruitment marketing.The post holder will be responsible for supporting the International Recruitment portfolio and will work closely with Managers in the Quality and Commissioning Teams in the Council to implement and manage recruitment and induction of International Social Workers. This will involve research and data analysis, project planning and delivery including customer correspondence (internal and external) and provision of support. The role will also involve monitoring the impact of the approaches taken including collating statistics and data to assess success.The post holder will be required to work alongside resourcing colleagues who have experience of the relevant portfolio to gain specialist knowledge and deliver specific resourcing projects. The post holder may need to contribute to other corporate Resourcing projects on a portfolio basis which will aid their understanding of the wider recruitment lifecycle.Graduates who join NYC are expected to:* Achieve the objectives set for them.
* Ask for help/clarity where needed.
* Develop their knowledge through self-directed study – further research, reading and questions.
* Fully participate in all training opportunities through on the job experience, mentoring and coaching and formal training and learning.
* Work toward becoming professional member/associate where appropriate.
* Make the most of the opportunities available within NYC; and
* Work within NYC’s Value’s and Behaviours.
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| Job purpose | The core purpose of this job is to support and deliver on a Resourcing Solutions project dedicated to International Recruitment of Care and Social Workers to NYC and wider Partners. The post holder will provide support to colleagues, to plan and deliver effective and compliant recruitment of international workers in line with Home Office eligibility.  |
| Operational Management: | * Undertake project activities to assist in the delivery of Resourcing Solutions projects under the day-to-day direction of the Talent Acquisition Manager – Resourcing Solutions.
* Support team colleagues with vacancy management including acquiring and maintaining specialist knowledge of the recruitment sectors particularly relating to international recruitment and sponsorship, labour market information, target audiences and related policy and process, determining appropriate learning requirements and resources.
* Alongside Resourcing Solutions colleagues, support, coach and advise managers to achieve pro-active, timely and effective recruitment practice and challenging working practices as required.
* Raise the profile of the Council as an ‘Employer of Choice’ by positively promoting the benefits of working at the Council in adverts and media.
* Attending local and national events and networking with educational establishments to promote jobs and careers in NYC.
* Develop knowledge in order to provide advice and guidance on specific issues relating to Resourcing activity e.g., candidate and manager enquiries, vacancy promotion, and recruitment process.
* Collect, collate and analyse data relating to recruitment activity in a consistent manner and record such data appropriately.
* Deliver a quality service to internal and external customers as required.
* Provide a complete ‘end to end’ service delivery, establishing ownership and closure as needed.
* Operate as a reflective practitioner in relation to personal skills and operating practices, as well as engaging in a peer review approach.
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| Resource management: | * Utilise and update data and statistics to facilitate achievement of objectives.
* Support colleagues with implementation of service developments as needed.
* Identify and recommend appropriate action to colleagues and develop and implement guidance to enable and facilitate the delivery of key initiatives.
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| Partnerships: | * Working with staff from across the different services of the Council and partner organisations in some cases to support the efficient and effective delivery of services and achievement of project objectives.
* Ensure links between the project and stakeholders are developed and maintained to provide an efficient service.
* Develop an understanding of the wider role of the Council across North Yorkshire.
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| Strategic management: | * Contribute to Resourcing policy development, consultation and implementation process.
* Contribute to and represent Resourcing Solutions and NYC at working groups, meetings and corporate groups.
* Support on Directorate and Corporate projects as appropriate with support from relevant Resourcing Solutions colleagues.
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| Communications: | * Responsible for developing and maintaining effective relationships with HR colleagues, managers, partners and stakeholders.
* As appropriate, acts as a mentor/coach to other staff, leading on development activities for the team as required.
* Develop and build knowledge to provide proactive advice and guidance relating to effective marketing and promotional activities when working with managers, colleagues and stakeholders.
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| Systems and information: | * Requirement to use a range of computer systems including, MS Office, SharePoint, Intranet/Internet.
* Utilise web-based HR systems to view, accurately record and implement recruitment projects.
* Adopt new ways of working when new systems are introduced, use systems to manage and progress projects, analyse and report on relevant data and to maintain effective communication.
* To utilise key HR systems i.e., Engage, MyView, Insight to gain relevant data to drive recruitment activity.
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| Person specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience* Good working knowledge of resourcing and recruitment employment legislation covering a wide spectrum of issues.
* Good understanding of how policies/procedures can be applied in practice to result in required outcomes.
* Knowledge of Equality, Diversity and Inclusion.
* Experience of managing a busy workload within set deadlines.
* Experience of liaising and communicating effectively.
* Experience of producing clear and concise short reports.
* Experience of successfully leading on projects and assignments.
* Experience of completing research and/or data analysis and making. recommendations based on findings.
* Experience of delivering briefings and presentations.
 | * Knowledge of employability programmes and mechanisms to support people into work.
* Knowledge of media advertising, recruitment industry and professional recruitment practice.
* Good working knowledge of local government or the wider public sector.
* Experience of working in a corporate and political context.
* Experience of coaching and/or providing support to others with employability skills.
* Experience of marketing and/or advertising.
* Experience of volunteering or working with volunteers.
* Experience of working on multiple initiatives/projects simultaneously.
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| Occupational Skills* Communication, presentation and interpersonal skills.
* Problem solving skills and the ability to find innovative solutions.
* Influencing and negotiating skills.
* Commitment to the performance management culture with the ability to set high standards, deliver objectives and achieve targets.
* Flexibility and ability to work with ambiguity.
* Data collection, collation and analysis skills.
* Basic planning and project management skills.
* Communication, presentation and interpersonal skills.
* IT skills across a range of office packages.
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| Behaviours * [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0)
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| Professional Qualifications* Education to degree level.
 | * Commercial/HR/Business module as part of degree.
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| Other Requirements* Resilient.
* Ability to travel around the county and beyond.
* Team worker/collaborative working.
* Self-motivated.
* Commitment to equal opportunities.
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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching.
* As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.
* The post is a 18 month development post which may have some opportunities to be tailored in part (Within reason) to meet the career aspirations of the post holder.
* The first 6 months will focus on learning the business of the team. In the second 6 months the post holder would take on more independent project work, in the second year they will be expected to manage a project independently with oversight rather than close supervision. They will also fully understand the nature of the business and be able to suggest organisational/operational change/developments as part of the leadership team.

Pay Progression will be based on performance review at 6 months and then 12 months as follows:* Months 1-6 Grade E.
* Months7-12 Grade F.
* Months 13-18 Grade G.
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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.