**NHS PUBLIC HEALTH SCOTLAND**

# JOB DESCRIPTION

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| **1. JOB DETAILS** | |
| Job Title | Resourcing and Talent Attraction Manager |
| Immediate Senior Officer/ Line Manager | People Development Manager |
| Department | Governance and Resources |
| Directorate | Strategy, Governance and Performance |
| Location | Edinburgh or Glasgow Office Base / Hybrid Working |
| CAJE Reference |  |

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| **2. JOB PURPOSE** |
| The Resourcing and Talent Attraction Manager is responsible for supporting the Public Health Scotland (PHS) leadership team in developing and delivering strategies which ensure optimal and adequate resource is available to meet service demand.  The post holder will work collaboratively with PHS leaders and NSS Human Resources (HR) and use their specialist knowledge to lead and deliver continuous and quality improvement to resourcing strategies for the full recruitment lifecycle, including talent attraction, recruitment, and onboarding.  The postholder will focus on PHS’s role as an anchor institution and implement resourcing strategies to ensure we attract and recruit a diverse workforce which represents the communities across Scotland and the people we serve. |

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| **3. DIMENSIONS** |
| The post-holder will be a member of a team of typically 4 to 8 staff:  The post holder will bring a holistic understanding of PHS resourcing requirements and work collaboratively with NSS HR and other subject matter experts to ensure provision of current and future skills-mix based on the PHS growth trajectory.  The post holder will be a key member of the Analyst Governance Group in PHS and will work closely with the group in PHS to ensure that directorates are appropriately resourced with a skilled and diverse workforce.  The post holder will provide specialist knowledge to enhance existing resourcing practises, deliver best practise and develop new approaches to improve talent attraction, recruitment, and onboarding methods.  Postholder will hold line manager responsibility. At entry level the post-holder will be required to line manage up to 2 members of the team. More experienced post-holders will typically be expected to line manage 4-6 members of staff.  The post holder will deputise for the People Development Manager  The post holder will contribute to setting and monitoring of a staffing resource budgets. |

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| **4. ORGANISATION CHART**  The postholder will be a member of the Strategy Governance and Performance Directorate and work in the People Support and Development Team |
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| **5. ROLE OF THE DEPARTMENT** |
| Public Health Scotland is responsible for leading and enabling the drive to improve health and wellbeing and reduce health inequalities across Scotland.  We deliver:   * strong public health leadership across the whole public health system in Scotland. * high quality, effective and supportive health improvement, health protection and healthcare public health functions.   We:   * are intelligence, data and evidence led; * have a key role in enabling and supporting delivery at local level.   We deliver new leadership roles in relation to:   * public health research. * innovation to improve population health and wellbeing. * supporting the broad public health workforce across Scotland.   PHS is a value driven organisation, and we expect all our staff to role model our values in everything they do.  Diagram  Description automatically generated  The role of the **Strategy, Governance and Performance (SGP) Directorate** is to provide critical internal and external functions for Public Health Scotland with responsibility for strategic planning, performance, marketing, communications, and resources (people, finance, and infrastructure) and drives the organisation to deliver, with impact, an ambitious transformation.  The role of the People Support and Development Team is to provide specialist learning and development and resourcing solutions reflective of the need in Public Health Scotland and work with the wider system to support the Workforce Development Strategy for Scotland. This team work closely with colleagues in the NSS HR and Learning and Organisational Development Team to ensure effective recruitment and learning solutions for PHS. Coupled with this the People Support and Development Team leads on the work to support the role PHS has as an Anchor Institution by ensuring that we attract, develop, and retain a diverse workforce. |

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| **6. KEY RESULT AREAS**   1. Work collaboratively with PHS leaders and NSS HR to develop key recruitment strategies within PHS. Develop specialist knowledge of skills required for current and future workforce needs to lead the operational implementation of agreed resourcing strategies ensuring that expertise from NSS HR and other subject experts is drawn upon. This includes use of innovative recruitment approaches such as social media, assessment centres, using recruitment agencies and other resourcing tools*.* 2. Provide PHS managers with specialist advice and guidance within their area of expertise on resourcing, talent attraction and onboarding matters. 3. Lead on resource and capacity planning across PHS Analyst groups to ensure optimal and adequate resource is available to deliver services that meet prevailing and anticipated demand including:    1. Work with Analyst Governance Group to forecast future resource demand, analyse utilisation and capacity to plan how to meet service priorities.    2. Work collaboratively with analytical leads to coordinate and manage volume recruitment of PHS analytical workforce.    3. Work with PHS senior leadership team and line managers to agree placements of permanent, fixed term and interns considering priorities and individual capabilities and development plans.    4. Manage the Analytical Training Induction (ATI). Work with analytical leads to coordinate, source and organise appropriate internal training to ensure the successful onboarding and induction of analytical staff. 4. Work collaboratively with PHS colleagues, NSS HR and NHS professionals, Scottish Government other partner organisations to contribute to PHS role as an anchor institution and implement resourcing strategies to ensure we attract and recruit a diverse workforce which represents the communities across Scotland and the people we serve. 5. Leads on PHS talent attraction, working with the web, social media and marketing teams and external partners to develop targeted campaigns. The post holder will be expected to participate in recruitment fairs and networking events to promote PHS as an employer of choice. 6. Design and deliver a comprehensive range of training programmes and facilitated events on a regular basis (e.g bi-monthly) covering resourcing, talent attraction and onboarding to improve knowledge and implement best practise for recruiting managers (approximately 100 staff.) 7. Contribute to Divisional management (including development of associated Business Plans), via team management meetings, to monitor and prioritise current work and reassess where applicable to manage customer expectations and conflicting priorities; negotiate with senior colleagues, both within the Service Area and across Directorates. The post-holder will be expected to contribute to Service and Divisional working groups, including those advising on best practice (e.g. procedures for talent attraction, resourcing and onboarding) and identifying areas for improvement. 8. Work within a team to support the delivery of the People Services undertaking line management as required (including the supervision of student placements or apprentices) and deputising for senior staff where appropriate. Post-holders will be expected to lead and manage a team of staff ensuing that all staff have the skills and competencies required to deliver high quality services. 9. The post-holder is required to work flexibly, and it is expected that the post-holder will work in short life teams, leading, as necessary, the management and delivery of projects led by the People Support and Development Team. |
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| **7. ASSIGNMENT AND REVIEW OF WORK and DECISIONS AND JUDGEMENTS** |
| The post is responsible for providing high level internal operational recruitment support in PHS.  Within this framework the post holder has autonomy to make decisions pertaining to their own area of responsibility and set their own priorities, ways of approaching work, resolving issues, managing risks and using judgement appropriately.  Examples of decisions and judgements typically required of the postholder include:   * Interpreting and resolving operational problems and determining the most suitable solution from the options available, that will avoid or mitigate risk of a recurrence. * Analysing and interpreting highly complex inter-related performance data which is sourced from several different systems– on activity, workforce etc., identifying issues and trends from the data, deciding on appropriate actions/interventions, and then determining how that information will be delivered in a way that will encourage understanding, agreement, and co-operation. * Generating, planning, and implementing ideas and initiatives designed to improve services, reduce costs, and increase productivity. * Negotiating with senior managers and stakeholders about service priorities make recommendations on resource placement and recruitment strategy.   Personal objectives will be agreed with line manager and performance in post will be monitored and reviewed in accordance with the performance management arrangements. |

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| **8. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will be required to communicate verbally, face to face, by telephone, in writing and through presentations with several stakeholders, to support the development, redesign, efficient operation and monitoring of PHS resourcing. There will be formal meetings, written communications and informal opportunities for discussion to ensure efficient systems of working and timely outputs.  Communicates information at all levels concerning issues that can be complex, sensitive, and confidential such as workforce plans, staff placements. Applies well developed motivational skills through interactions with Directors, managers, and staff.  The role will require the post holder to engage with senior colleagues within PHS and NSS and external bodies in the negotiation services to ensure maintenance of service to customers, furthering research and development and securing new business opportunities.  The post holder is required to use a wide range of skills such as negotiation, mediation, persuasion, and tact when communicating with contacts both internal and external. The post holder will discuss a range of issues from staffing and budgetary matters to business planning.  Must be able to negotiate with senior stakeholders on any issues and present complex and sensitive information to large and influential groups.  Represent PHS on working groups and steering groups. Establish relationships with relevant key stakeholders across PHS.  Internal   * Close working relationships with PHS Senior Leadership Team on an informal and formal basis using collaborative verbal and written methods of engagement and communication. * Negotiates with senior stakeholders on difficult issues and presents complex and sensitive information to large and influential groups. Often the need to convey contentious information in an atmosphere where change is proposed. * Strong relationships with the Human Resources Recruitment team throughout recruitment campaigns   External   * The postholder is expected to utilise effective partnership working through establishment and maintenance of good working relationships with key internal and external stakeholders in line with operational requirements. * Various external agencies including the framework recruitment agencies and external specialist agencies. * Other public sector bodies |

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| **9. MOST CHALLENGING PARTS OF THE JOB** |
| * Developing new/innovative solutions to meet the requirements of the service, reducing bureaucracy, and overcoming resistance to change in the new environment whilst delivering the ongoing service * Building and maintaining effective engagement across a wide diverse range of stakeholders to maintain a high-quality service. * Balancing priorities and activities of stakeholders all with different expectations and demands within the service area/department to ensure timely delivery of the services. |

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| **10. SYSTEMS** |
| The post requires the use of a PC and advance knowledge and practical application of Microsoft Office including SharePoint – for communications via e-mail, writing regular reports, associated papers, correspondence, compiling spreadsheets, file management, PowerPoint presentations, accessing internet.  Use of Corporate systems for Risk Management, HR, Asset Management.  Ensure staff work, store, and transmit data in accordance with data protection, freedom of information and principles of confidentiality. |

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| **11. PHYSICAL, MENTAL, EMOTIONAL EFFORT** |
| **Physical Effort** |
| Frequent requirement to attend and chair meetings where sustained concentration is required, 2-3 hours.  Occasional requirement to make presentations which may involve concentrated periods standing Infrequent travel across Scotland. |
| Mental Effort |
| Strong element of unpredictability in working day. The ability to make sound judgements, deal with unpredictable interruptions and meet deadlines, using own initiative. Requirement to change from one task to another, prioritising effectively and adjusting plans.  Sustained daily concentration, 2-3 hours at a time required to analyse complex data, create, and review reports and outputs, this will often be to tight deadlines and may require very quick decision making.  Ability to sustain mental effort and attention to chair and effectively lead meetings and discussions or working groups, ensuring good participation and effective end results.  Ability to quickly assess customer requirements and impacts of risks, and mentally associate these with current or emerging technical or operational trends.  Make recommendations on service improvement, take appropriate action, and respond constructively to conflicting priorities.  Strong organisational skills and attention to detail is required to ensure accuracy in project communications, documentation, and information systems. |
| **Emotional Effort** |
| Required to maintain emotional resilience through major work programmes, changes and challenges and see these through to completion.  Required to handle and resolve conflict and challenging behaviour during meetings or discussions and through other channels, especially where these are related to service development and change or service reductions. This could include exposure to strongly held, conflicting stakeholder viewpoints and resistance to change. Required to deal with these with skill and diplomacy to build rapport, gain cooperation and compliance and demonstrate strong competence.  Dealing with challenging and, sometimes demanding, behaviour, internally and externally. |

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| **12. ENVIRONMENTAL/WORKING CONDITIONS & MACHINERY AND EQUIPMENT** |
| * Standard shared/open plan office conditions and VDU equipment, as well as working from home on a regular basis. * Exposure to unpleasant working conditions is rare.  The postholder will be required to travel infrequently to other sites throughout Scotland. |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** | | | | |
| **Qualifications**   * Graduate (or equivalent) with additional significant relevant experience in resourcing strategies for the full recruitment lifecycle, including talent attraction, recruitment, and onboarding. * The post holder will hold a recognised qualification in Human Resources and / or resource management e.g. CIPD or equivalent work experience   **Experience**  Experience is required in**:**   * Resource management, talent attraction, onboarding and planning in a project environment. * Working at a managerial level in a complex, multidisciplinary organisation, * Working in a pressurised environment, delivering to tight deadlines, creating reports, and presenting information at Senior Management level. * Evaluating current practice and performance, and then implementing changes to affect service improvement. * The post-holder must also be able to negotiate, persuade and influence staff and senior managers to implement service improvement initiatives relating to resourcing, talent management and onboarding practises. * Demonstrate the ability to manage, motivate, coach, and develop staff.   **Skills and knowledge**   * Able to evidence specialism in the field of resource planning within an environment where workload demands may fluctuate and there is a requirement to respond with sufficient resource at short notice. * Effective communication, influencing, facilitating, and negotiating skills. * Excellent interpersonal and relationship building skills. * A high level of PC literacy is required, with strengths in Microsoft Office applications. * Ability to translate often complex or detailed information into simple, brief reports whilst highlighting any issues and meeting the needs of internal/external customers. * Strong and sound decision making and problem-solving abilities. * Formulation and delivery of training programmes to large groups * Understanding information governance and data protection * Excellent planning and organisational ability * Innovative and proactive approach to change | | | | |
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| **14. JOB DESCRIPTION AGREEMENT** | | | | | |
| A separate job description will need to be signed off by each postholder to whom the job description applies. | | | | | |
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| Postholder Print: | |  |  |  |  |
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| Manager Signature: | |  | Date: |  |  |
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