

Delivering for Excellence

Recruitment and Talent Management Partner, Grade 5

The Scottish Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role.

Stewardship

Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main responsibilities will involve:

- Leading the development of our recruitment and selection strategy, policies and procedures across the recruitment life cycle; driving efficiency, effectiveness and inclusion to ensure they enable us to attract the very best people to support the successful delivery of strategic and operational outcomes
- Ensuring that our recruitment approach meets our statutory obligations and continuously reviewing the recruitment and selection function to identify and implement improvements which increase efficiency and effectiveness and ensure positive candidate experience
- Partnering with senior leaders to identify and drive recruitment and talent management priorities; challenging orthodox thinking and encouraging innovation to achieve positive outcomes

And in delivering these you will have:

- Extensive experience in a recruitment industry or in-house recruiter role, with evidence of success in the design and delivery of recruitment strategies to attract talent, particularly in harder to fill roles.
- Experience of using recruitment and selection tools, such as candidate sourcing and assessment and candidate management systems to improve the efficiency and effectiveness of candidate attraction, engagement, sifting and selection
- Well-developed stakeholder engagement and influencing skills with the ability to advise, persuade, where appropriate, and challenge where necessary to achieve outcomes which benefit the parliament in the longer term

Excellence

Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main responsibilities will involve:

- Working closely with the Head of Organisational Develop and Colleague Experience to identify evidence-based solutions for developing talent to meet our future resource requirements, particular in roles which are hard to fill
- Monitoring the market to identify salary trends and provide analysis to inform our recruitment approach, ensuring that our pay remains competitive
- Providing Group Heads, Office Heads and Team Leaders with relevant recruitment market insights, talent data and analysis to support resourcing decisions
- Working in collaboration with the People Services Manager to ensure the delivery of excellent recruitment and selection services
- Analysing recruitment metrics to report on performance and identify opportunities to develop and improve the Parliament's recruitment approach

And in delivering these you will have:

- The ability to analyse information, critically evaluate it, and make considered, succinct and well-argued recommendations, sometimes in uncertain circumstances
- Ability to convert data into insights to inform proposals and influence people matters to solve business challenges or opportunities
- A collaborative mind-set with the ability to think of, develop and drive innovative solutions to challenging recruitment problems
- Experience of developing recruitment knowledge, experience and expertise in others by advising, guiding, coaching and developing learning resources

Respect

Appreciating difference, building cohesive teams, and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Representing the Parliament externally, including networking closely with other UK legislatures and external partners to share intelligence, collaborate where beneficial and develop market leading recruitment and selection approaches
- Championing a clear commitment to diversity and tackling exclusion, and ensuring that our approach to recruitment is inclusive, enabling and a rewarding experience for hiring manager and candidates
- Ensure that our values are embedded in our recruitment approach and that selection methods enable recruitment decisions that align with our values.
- Managing others through effective leadership, setting a positive example

And in delivering these you will have:

- Proven experience in influencing and inspiring others to adopt mindsets and behaviours that build sustainable and inclusive approaches to recruitment and selection.
- A reputation for impartiality and integrity, challenging inappropriate behaviours, and making decisions that promotes inclusivity and diversity
- A coaching style of leadership which empowers and encourages high performance and creativity, encouraging colleagues to perform to the best of their ability

Inclusiveness

Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Working in partnership with the People and Change Partner, work with Group Heads, Office Heads and Team Leaders to identify talent gaps and future development opportunities
- Leading activities that enable the parliament to attract a diverse range of candidates, supporting action planning to address pay gaps and under-representation in the workforce
- Leading a review of our recruitment reach and impact to ensure that we are attracting high quality, diverse, skilled and values-aligned candidates

And in delivering these you will have:

- A track record in building and managing credible relationships up to senior leadership level and ability to effectively challenge and influence at this level
- A depth of understanding of and proven success in attracting diverse talent
- Experience of developing impactful recruitment campaigns and recruitment methods to attract, assess and select suitable candidates

Eligible to Apply

- Scottish Parliamentary Service staff who have the skills/experience/qualifications required and have passed their probation.
- Agency workers engaged by the SPCB who fall within the scope of the Agency Worker Regulations; have been on assignment for 6 months by the advertised closing date; and provided their assignment will continue for the period of the recruitment exercise. Any appointment will be subject to the satisfactory completion of our pre-employment enquiries. Agency workers should also seek permission from their line managers before applying.

If you have any questions about your eligibility to apply for this vacancy, please contact the HR Office on 86500.

Other information

Line managers are asked to bring this advert to the attention of their staff (particularly those on leave or those who may not have access to the website) as soon as possible and certainly before the closing date for receipt of applications. It would be helpful if line managers ensure that all staff have access to a PC to enable them to complete their application and that staff are given a reasonable amount of time to complete it.

We intend/do not intend on holding a reserve list following interviews.

For details on how we will process your personal data please refer to [HR Workers Privacy Notice](#)