



## **Job Description**

**Post Title:** Recruitment Partner - Contingent Workforce

**Directorate:** Finance & Business Hub

**Reports to:** Resourcing Manager

**Direct Reports:** None

**Key Relationships:** HR Business Partners, HR Service Centre, Recruitment Partners, Hiring Managers, Procurement Leads, MSP Account Managers, Legal Leads, other key framework suppliers.

### **Role Purpose**

Collaborate with cross-functional teams in Payroll, HR, Finance, Procurement and Recruitment to develop, embed, and maintain a contingent workforce operating model (i.e., non-permanent workforce notably: contractors, consultants, temporary agency workers, external secondees) and actively contribute to its application in practice.

### **Responsibilities**

- Actively support with the development of policies, governance/controls, processes, responses to legislation changes and operational enhancements, and training, that is right for our organisation, is responsive to demand, and is legally compliant.
- Work closely with managers to understand their contingent workforce needs and utilise existing frameworks to streamline resource requests, ensuring efficiency and accuracy.
- Build and maintain strong relationships with internal and external stakeholders and act as the primary point of contact for all contingent workforce-related enquiries, providing sound technical knowledge pertinent to the sourcing, hiring and deployment of contingent workers.
- Implement and optimise tools and systems for tracking, reporting, and analysing contingent workforce data and liaise with the HR Service Centre ensuring timely information is available so accurate records are held on all contingency workers, including external secondments – inwards and outwards.
- In conjunction with the Payroll Team, assist in the administration of the IR35 responsibilities to ensure appropriately actioned. Ensure compliance with company policies, legal requirements, and industry standards related to contingent workforce management.
- Co-develop, in conjunction with the Resourcing Manager and HR colleagues, and continually evolve the promotion and implementation of the external secondment approach for inward and outward secondment opportunities.
- Advise on when external secondment opportunities can be appropriate for inward secondments that add value to a directorate's areas of activities.
- Identify opportunities to source outward secondment opportunities that align with directorates' areas of activity and that develop career enhancement for individuals.
- Collaborate with managers, Recruitment Partners, HR Business Partners, and Procurement to develop future proofed contingency workforce sourcing frameworks, to include reporting capability which analyses spend and performance, supporting agency supplier meetings and taking remedial action when necessary.
- Act as the account manager for existing agency arrangements, including WMCA's current managed vendor, to increase performance and improve outcomes for recruiting managers and recording non-compliance matters to be raised with the Resourcing Manager

- Support on the implementation of appropriate Service Level Agreements (SLA) and Key Performance Indicators aligned to supplier performance delivery of contingent workforce.
- Work closely with Recruitment Partners and HR Business Partners to escalate contingent worker requests where permanency should apply.
- Be responsible for coordinating the contingent worker classification panel and take an active role in providing support and recommendations on the type of contingent worker required, or recommend alternative options (e.g., procurement)
- Provide the necessary influence, guidance, and training to recruiting managers to ensure compliance of the contingency policy and the external secondment policy.
- Undertake project work as required by the Resourcing Manager and wider HR community.
- Liaise and maintain relationships with relevant stakeholders.

## Person Specification

Experience	Essential / Desirable		Assessment Method
	E	D	(Application / Interview / Test)
Recruitment and/or HR experience, preferably with a focus on contingent workforce management.	X		
Evidence of working with procurement teams to develop and embed supply chain frameworks		X	
Demonstrable partnering and consulting experience with HR colleagues and hiring managers, showing the ability to interact with and support all levels of management.	X		
Skills/Knowledge	Essential / Desirable		Assessment Method
	E	D	(Application / Interview / Test)
In-depth knowledge of regulations and legislation surrounding contingent recruitment, including but not limited to IR35, AWR and GDPR.		X	
Able to work cohesively as part of a team of professionals	X		
Familiarity with utilising existing recruitment and/or procurement frameworks and tools.		X	
Knowledge and application of recruitment best practice processes relevant to contingent workers; knowing what to do and how to apply them in a corporate or business setting	X		
Knowledge, understanding and application of current employment legislation as it relates to equality and diversity within recruitment and selection.	X		
Ability to build effective working relationships with internal and external stakeholders at all levels, working collaboratively to achieve objectives.	X		
Professional written and verbal communication skills, able to confidently influence, with attention to detail and accuracy.	X		
Qualifications / Training	Essential / Desirable		Assessment Method
	E	D	(Application / Interview / Test)
Evidence of continuous professional or personal development		X	
Professional training and development in practices pertinent to contingent workforce management	X		

## Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

## Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

## Equality and Diversity

To promote and champion equality and diversity in all aspects of the role.

## Learning and Development

To participate in and take responsibility for any learning and development required to carry out this role effectively.

## Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

## GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

## Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.