



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Recruitment and Retention Specialist - ASC
Job Reference	
Service	Chief Executives
Team	HR Recruitment
Location	Hybrid Working - Shute End/Home Working
Reports to	Line Managed by HR Resourcing Partner Operationally directed by Principal Social Worker & Head of Academy, ASC
Responsible for	
Grade	8
Contract Type	Fixed Term - 2 years
Hours	37hrs

Main Accountabilities	
1.	Strategic Recruitment Delivery - designing and implement recruitment campaigns tailored to ASC roles, collaborate with managers to identify workforce gaps and develop responsible recruitment plans, maintain and enhance the ASC recruitment microsite and digital presence.
2.	Retention and Workforce Development - support the ASC Workforce Board and associated workstreams, promote ASC as a career of choice through outreach to schools, colleges and community partners, develop onboarding and induction pathways that reflect ASC values and culture.
3.	Matrix Collaboration - attend meetings and contribute to workforce planning discussions, administratively manage recruitment pipeline, work closely with HR colleagues to ensure compliance with recruitment policy and safer recruitment practice and provide regular updates to both HR and ASC on campaign performance, workforce metrics and emerging risks.
4.	Data and Intelligence - use workforce intelligence data to inform recruitment and retention strategies, monitor diversity indicators and support inclusive recruitment practices.
5.	People with Lived Experience - to ensure that all our recruitment and retention approaches incorporate the views and values of the residents we work with, to ensure accessibility and inclusivity and that we attract the people who we want to work in ASC.





6.	To work with Communications specialists to develop and maintain a strong online and social media messaging and presence, using best practice methodology.
7.	To take personal responsibility for communication with potential candidates, acting as the professional face of ASC.
8.	To be responsible for the organisation of interviews and recruitment events, including processing of follow-up paperwork and forms.
9.	To ensure effective induction of new workers, working closely with HR colleagues to ensure a seamless onboarding process.
10.	To co-ordinate campaigns of all sizes, including multiple roles, ensuring efficient and effective resourcing tools are used, including external service providers, negotiating on costs where required.
11.	Effective management of the ATS, ensuring the full recruitment lifecycle is documented including the appropriate use of sensitive data.
12.	To provide feedback to the Resourcing Business Partner and PSW on the success or otherwise of various candidate attraction strategies, external agencies and resources.
13.	To work collaboratively with the HR Business Partner on the recruitment for senior posts such as Head of Service, Service Directors and Directors, working collaboratively to handle tender processes where agencies are involved, using expertise to create tender documents.

Person Specification	Essential	Desirable
Education/Qualifications	5 GCSE level (A*-C) to include English and Maths, or equivalent (or appropriate experience)	Profession qualification such as CIPD level 5 or equivalent
Experience	Experience in recruitment within a complex, multiagency environment. Experience of working with Applicant Tracking Systems.	Experience in matrix-managed roles or dual-reporting environments.
Skills/Knowledge	Understanding of Adult Social Care workforce challenges and statutory context. Ability to work across organisational boundaries and manage competing priorities. Knowledge of safeguarding and safer recruitment principles. Excellent IT skills, including MS Office package experience. Team working skills, with the ability to build relationships with colleagues at all levels. Influencing skills, with the ability to persuade colleagues to accept novel approaches.	Familiarity with ASC workforce data tools and strategic planning frameworks. Understanding of HR processes and procedures. Project Management skills.





	Experience of using IT systems to record and view data	
Behaviours/Attributes	Strong stakeholder engagement and communication skills.	

Purpose Details		
Service Purpose	Through the people professionals who work within it, the HR & OD function helps the Council deliver its corporate strategy and objectives by effectively recruiting and developing people, as well as managing the whole employee lifecycle. It provides support in all aspects of people management within a legislative framework, working with managers to embed people-related practices which enable continuous service delivery to our communities, including reward, retention, wellbeing, performance management and professional development.	
Role Purpose	To lead and deliver targeted recruitment and retention initiatives for Adult Social Care, ensuring alignment with service priorities, workforce strategy and statutory responsibilities.	

Supervision and Relationships		
Supervision Received	The postholder will operate within a matrix management framework - formally line-managed by HR whilst being dynamically directed by ASC leadership to respond to evolving service needs.	
Supervision Given	N/A	
Contacts		

Resources/Budget Management		
N/A		

Special Requirements		
Some occasional travel to sites for recruitment events/job fairs.		

Occupational Health Risk Assessment		Details
Skin/Respiratory Sensitisers		N
Working at Height		N
Exposure to Noise (>80-85dB)		N
Confined Spaces		N





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Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End/Home working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y





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Disclosure and Barring Service (DBS)		Details
DBS Requirement		N/A
Eligibility Tool		Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks	
N/A	

Evaluation Declaration	
Date of Evaluation:	02/09/2025
Evaluated by:	Nargis Phagura - Job Evaluation Project Lead

