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| **Children’s services resouring officer****SALARY GRADE: HBC6** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes
* Essential Monthly Car User Allowance

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job As a Children’s Services Resourcing Officer, you will facilitate the delivery of effective and efficient resourcing across social work teams, liaising with colleagues in the Efficiency, Resourcing and Recruitment service to carry out transactional activity associated with recruitment and resourcing. You will provide Children Services Management with the necessary information to make effective recruitment and resourcing decisions.  |
| More specific responsibilities include:* Serve as Children’s Services’ main contact for resourcing, offering business-focused advice on appropriate options and processes.
* Advise internally on the third-party Agency Worker system to ensure compliant access to agency workers, timely monitoring Agency Worker placement requests via Council and third-party systems per procedures and pay agreements.
* Monitor Agency Worker placements, ensuring timely approval of timesheets and extensions.
* Oversee Children’s Services structure changes, submitting requests with business cases via HR portals.
* Provide recruitment advice aligned with Council policies, employment law, and HR best practices.
* Facilitate end-to-end recruitment from need identification to contract start, handling transactional tasks.
* Complete recruitment documents (JD/PS reviews, planning forms, adverts, interview questions) with approvals.
* Prepare recruitment campaigns on behalf of hiring managers.
* Act as liaison for the Efficiency, Resourcing, and Recruitment Team to resolve pre-employment queries.
* Arrange onboarding for new employees and agency workers to ensure a smooth start.
* Prepare probation documentation and manage key probation meeting schedules.
* Support administrative tasks for resourcing initiatives and change projects in Children’s Services.
* Collaborate with Efficiency, Resourcing, and Recruitment Service to address labour market challenges.
* Coordinate social worker professional progression with Children and Families Service, including ASYEs.
* Work with social work managers to improve social worker retention.
* Perform other duties as assigned appropriate to the job grade.
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| About You |
| For this role you will need a recognised Chartered Institute of Personnel and Development Qualification, or equivalent evidence of appropriate level of skills, HR knowledge and ability.In addition you will have:* Experience working in a large, multi-functional Human Resources service environment with advanced administrative duties involving public, managers, employees, external agencies, and suppliers.
* Experience in acquiring Agency Workers for short-term resourcing and in analysing, monitoring, and evaluating resourcing data.
* Knowledge of recruitment and resourcing processes, including employment and Agency Worker legislation, within multi-functional organisations.
* Understanding of job adverts, job descriptions, person specifications, local labour markets, and contingent workforce deployment.
* Strong team player with the ability to collaborate effectively and work independently using initiative.
* Proven ability to organise workload, manage time, meet tight deadlines, and prioritise tasks logically across multiple systems and processes in order to meet the demands of the service.
* Excellent interpersonal and communication skills, both verbal and written, with experience providing advice and guidance.
* Proficient ICT skills, including accurate data input, manipulation, retrieval, and the ability to draft data reports, written documents, and presentations.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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