

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1341P: People Manager – Recruitment & Resourcing

SALARY

£43,448 - £46,036

GRADE

Management Spine 3-5

HOURS

37.5

REPORTING TO

Head of People Services

DEPARTMENT

People Services

LOCATION

Lincoln

BE READY...



Job Purpose:

Responsible for providing specialist advice on all aspects of recruitment and resourcing. Working with recruiting managers to design creative solutions to recruitment issues and skills shortage areas.

To lead, design and manage specific recruitment campaigns to address challenging skills shortage (hard to recruit) positions.

To set clear direction to the recruitment team, permanent and FE Resources/Agency staffing, ensuring alignment with the People Plan priorities.

To contribute to the development of ongoing strategic and operational recruitment and workforce planning.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Lead, manage and develop the recruitment team to ensure the delivery of a high quality, efficient and customer focused recruitment and resourcing services aligned to College priorities.
2. Provide expert advice and guidance to recruiting managers on all aspects of recruitment and selection, including behavioural-based recruitment, assessment methods and inclusive hiring practices, supported by clear resources and templates.
3. Develop, implement and evaluate innovative and creative recruitment strategies to attract high-calibre candidates, particularly in hard-to-recruit and skills-shortage areas.
4. Lead, design and manage end-to-end recruitment campaigns, including senior and specialist appointments, ensuring a positive candidate experience and timely outcomes.
5. Work in partnership with the People Manager (Employee Relations and Operations) and recruiting managers to develop workforce plans that support retention, succession planning and talent management.
6. Monitor, analyse and report on recruitment metrics (e.g. time to hire, cost per hire, source effectiveness), using insights to drive continuous improvement and value for money.
7. Manage and maintain accurate recruitment records, ensuring compliance with data protection requirements and effective use of recruitment systems (Access Recruit).
8. To be responsible for maintaining an accurate Single Central Record (SCR) of workforce recruitment and vetting checks, in line with statutory requirements.
9. Act as the Ofsted lead for safer recruitment, ensuring full compliance with statutory guidance including *Keeping Children Safe in Education* (KCSIE) and *Working Together to Safeguard Children*.
10. Ensure full compliance with UK Visas and Immigration (UKVI) requirements, including right to work checks, sponsorship licence obligations, visa monitoring, reporting and record-keeping, acting as a key contact for audits and inspections as required.
11. Set clear direction and priorities for permanent recruitment, FE Resources and agency staffing, ensuring alignment with the People Plan and effective control of agency usage and costs.
12. Proactively develop and manage talent pipelines, including FE Resources, to support business continuity and reduce reliance on external agencies.
13. Lead activity to support equality, diversity and inclusion in recruitment, including delivery of People Plan and EDI Action Plan priorities relating to an ageing workforce, ethnic minorities, gender pay gap, neurodiversity and religion.
14. To provide specialist advice and guidance (including a bank of resources/templates) to recruiting managers on all aspects of the College's behavioural based recruitment and selection processes.
15. To work with recruiting managers to design creative solutions for skills shortage areas.
16. To be outward facing i.e. to ensure a social media presence and run recruitment events, engaging with external stakeholders to understand latest recruitment trends.
17. Proactively develop a talent pool of 'reservists' via FE Resources (the college's internal agency bank).
18. Drive and coordinate access to external recruitment initiatives, including Department for Education (DfE) schemes such as Taking Teaching Further (TTF) and Targeted Retention Incentive (TRI) Payments.

19. To coordinate and support employment opportunities for the College's SEND Learners, including supported internships, apprenticeships and work experience.
20. To lead the college's progression from [Disability Confident Employer](#) to [Disability Confident Leader](#) and support inclusive employment initiatives.
21. To support targeted employment initiatives including the recruitment of ex-offenders and Armed Forces service leavers in line with the Armed Forces Covenant (Gold).
22. Develop and maintain effective external partnerships, including Jobcentre plus, training providers and other key stakeholders to support recruitment and local labour market engagement.
23. To support the People Manager (Employee Relations & Operations) to enhance and continuously improve onboarding arrangements for all new starters, working collaboratively with managers and relevant teams to ensure effective induction, mentoring and early-career support.
24. To work with the People Manager (Employee Relations & Operations) to support the retention of staff, particularly those within their first year of service through data led interventions and collaborative working with managers.
25. Ensure recruitment policies, procedures and practices are reviewed and updated regularly in line with legislative change, best practice and organisational need.
26. Foster a culture of continuous improvement, professionalism and compliance within the recruitment team.
27. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
28. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
29. To maintain quality standards appropriate to the post.
30. To conform with the Health and Safety requirements relevant to the post.
31. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Ideally educated to degree level (or equivalent professional experience)	A
2	Professional CIPD registration (or willingness to work towards)	A
3	In-depth knowledge and understanding of relevant employment legislation and best practice, including Disclosure and Barring Service (DBS) requirements, safer recruitment i.e. Keeping Children Safe in Education (KCSIE), Agency Workers Regulations 2010, right to work legislation and UK Visas and Immigration (UKVI) sponsorship requirements.	A

	Skills/Abilities – Interpersonal	PSM
4	Strong analytical skills with the ability to monitor, interpret and present recruitment metrics to inform decision-making and continuous improvement.	A/I
5	Excellent written and verbal communication skills, with the ability to engage effectively with internal and external stakeholders.	A/I/T
6	Excellent IT skills, including confident use of HR and recruitment systems and Microsoft Office applications.	A
7	Demonstrates a strong commitment to delivering a high-quality customer-focused recruitment service.	A/I

	Experience	PSM
8	Substantial experience of managing end-to-end recruitment and selection processes, including assessment centres and a range of selection methodologies.	A/I/T
9	Proven experience of leading and delivering complex recruitment campaigns, including hard-to-recruit roles and senior or specialist appointments.	A/I
10	Experience of managing and developing a high-performing team.	A/I
11	Experience of ensuring compliance with safer recruitment, right to work and immigration requirements, including UKVI sponsorship processes (or demonstrable ability to quickly develop this expertise).	A/I

	Work Related Circumstances	PSM
12	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A
13	Ability and willingness to work flexibly.	A

	Skills/Abilities - Other	PSM
14	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
15	Ability to actively promote equality, diversity and inclusion across all aspects of recruitment and resourcing.	A/I

Prepared By:	Claire O'Hara – Head of People Services
Date:	February 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

