

West Yorkshire Fire & Rescue Service.

Job Description.

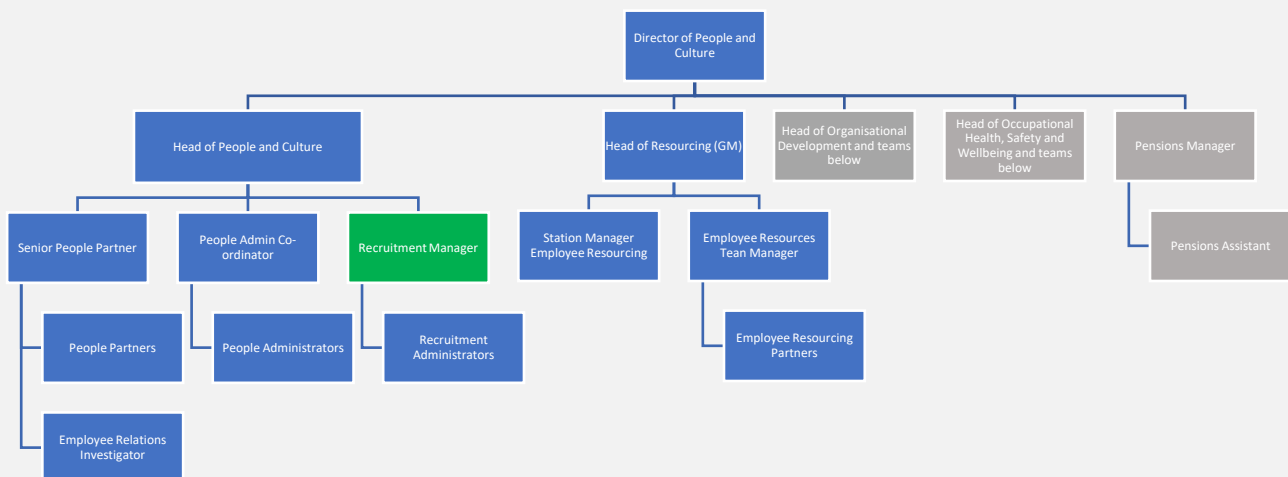
Post Title: Recruitment Manager.

Grade: 7.

Responsible To: Head of People and Culture.

Purpose Of Post: To lead and manage the recruitment function across West Yorkshire Fire and Rescue Service, ensuring the delivery of inclusive, efficient and legally compliant recruitment processes that support operational readiness, workforce diversity and community representation.

Organisational chart.



Main duties and responsibilities of the role.

Strategy.

1. Support the Head of People with the development and implementation of recruitment strategies aligned with the Service's workforce plan and operational needs.
2. Work closely with the Head of Resourcing, through workforce planning, to ensure our people have the right skills, in the right places, with succession planning and horizon scanning key priorities across the organisation.

3. Lead on the design and delivery of recruitment and advertising campaigns for both operational and enabling roles:
 - Wholetime Firefighters.
 - On-Call Firefighters.
 - Control employees.
 - Support / Management roles.
 - Expressions of Interest (for internal moves / promotion opportunities).
4. Challenge current established internal recruitment practices and policies, and ensure West Yorkshire Fire and Rescue Service is compliant with legislation and any discriminatory practices are removed.
5. Keep up to date with new and innovative recruitment and selection practices, both within the sector and beyond, ensuring that the Service is able to evaluate risk, anticipate change and maximise opportunities.

Operational Delivery.

6. Manage end-to-end recruitment processes, including direction of advertising, supervising shortlisting and development of assessment centres.
7. Lead the Wholetime Firefighter recruitment campaigns, closely liaising and collaborating with all key stakeholders including the Wholetime Steering Group.
8. Ensure recruitment practices comply with relevant legislation (e.g. Equality Act 2010, GDPR) and national fire service standards.
9. Ensure Safer Recruitment practices are embedded in all processes.
10. Oversee the use of recruitment systems and ensure accurate data reporting and analysis.
11. In collaboration with our communications colleagues, develop our careers pages on the website and improve accessibility for internal employees to all vacancies.

Diversity, Inclusion & Community Engagement.

12. Champion inclusive recruitment practices that reflect the communities the Service serves.
13. Lead the Positive Action Co-ordinators to support and guide the work they undertake in the community in support of all recruitment.

Stakeholder Engagement.

14. Collaborate with operational managers, People Directorate colleagues and external partners to deliver high quality recruitment outcomes.

15. Act as the key point of contact for recruitment-related audits, inspections, and reporting (e.g. HMICFRS).

Leadership.

16. Lead a small team of Administrators who support the recruitment processes.
17. Provide training and guidance to hiring managers on fair and effective recruitment practices.

Data Analysis & Reporting.

18. Monitor and report on diversity metrics and implement targeted outreach initiatives.
19. Provide data and analysis on recruitment to:
- HMICFRS.
 - NFCC.
 - HR Committee.
 - Finance Committee.
 - Establishment Planning Group.

Organisational wide responsibilities.

20. Adherence to the [NFCC Core Code of Ethics](#) and [West Yorkshire Fire Service Values](#).



21. To implement and promote the Authority's:
- Health and Safety policies.
 - Equality and Diversity policies.
 - Information Security Management System policies.
 - Safeguarding policies.
 - Business continuity policy and contingency arrangements.
 - Policies related to General Data Protection Regulation and Data Protection Act 2018.

- Commitment to maintaining our Customer Service expectations.
22. A satisfactory Standard Disclosure and Barring check is required for the role.
23. This post has been designated a hybrid working post which means the postholder's working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

Skills and experience requirements for this role.

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application', will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	Experience.	Essential/ Desirable.	Where identified.
1.	Proven experience in leading recruitment across a large and complex organisation.	Essential.	Application & Selection Process.
2.	Experience of supporting the development and successful implementation of strategy across an Organisation	Essential.	Application & Selection Process.
3.	Experience in designing and delivering inclusive recruitment campaigns.	Essential.	Application & Selection Process.
4.	Experience of designing and delivering training programmes.	Essential.	Application & Selection Process.

	Experience.	Essential/ Desirable.	Where identified.
5.	Experience of managing/directing the work of others to achieve outstanding outcomes.	Essential.	Application & Selection Process.
6.	Experience of workforce planning and delivering recruitment campaigns accordingly to ensure the organisation operates to optimum establishment remaining within set budgets.	Desirable.	Application & Selection Process.
7.	Experience of preparing and presenting reports and recommendations to various audiences.	Essential.	Application & Selection Process.
8.	Experience of analysing complex data and reporting on metrics.	Essential.	Application & Selection Process.
9.	Working within set budget parameters and budget monitoring.	Desirable.	Application & Selection Process.

	Education and Training.	Essential/ Desirable.	Where identified.
10.	Formal qualification relevant to the People Services Sector at level 3 or above.	Essential.	Application.
11.	CIPD qualification (level 5 or above) or Degree in HR or Business or equivalent.	Desirable.	Application.
12.	Evidence of continuing professional development.	Essential.	Application.

	Special knowledge and skills.	Essential/ Desirable.	Where identified.
13.	Strong understanding of employment law, equality and diversity legislation, and public sector recruitment practices.	Essential.	Application & Selection Process.
14.	Excellent verbal and written communication skills.	Essential.	Application & Selection Process.

	Special knowledge and skills.	Essential/ Desirable.	Where identified.
15.	Familiarity with national firefighter recruitment frameworks and fitness/medical standards.	Essential	Application & Selection Process.
16.	Understanding of the safer recruitment agenda.	Desirable	Application & Selection Process.
17.	Ability to prioritise and meet conflicting deadlines.	Essential	Application & Selection Process.
18.	Excellent IT skills (Microsoft Packages).	Essential	Application.
19.	Demonstrate commitment to good data quality within all areas of work.	Essential	Selection Process only.
20.	Demonstrates commitment to taking a leading role in driving forward WYFRS' commitment to Equality & Diversity, NFCC Core Code of Ethics and WYFRS values.	Essential.	Selection Process only.

Job Description last updated: **January 2026.**