



Watford Borough Council
ATS and Recruitment Partner
Requirements Brief

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1. Introduction

Watford Borough Council recognises that our staff are our greatest asset and that they are fundamental to our achieving our ambitions for both the council and the borough. We also recognise that we operate in a highly competitive market for good quality individuals with the skills and experience we need to drive forward the organisation, ensure high quality service delivery and who will rise to the challenge of our bold and progressive agenda. Part of attracting interest in our vacancies, and maintaining it throughout the recruitment process, is dependent on how easy to follow and user friendly an applicant finds the process. At the same time, we want the process to send a clear message about the council to potential employees – one that reflects our commitment to digital enablement and customer focus. Clearly we are also keen to ensure we are presenting vacancies in the right media and across the right channels. We appreciate that how people view job adverts has

changed radically and we want to ensure the best candidates are alerted to our vacancies and what the council has to offer as an employer.

This is an exciting time for the council. We are currently going through a significant period of transformation, defined through our Watford 2020 programme, which will change every aspect of the organisation and equip us for the challenges and opportunities for life as a local authority in the 21st century. As part of this, we are looking to modernise and transform the way we recruit directly employed members of staff. In line with our corporate priorities, the aim is to digitalise the process and attract candidates from a variety of backgrounds in a cost effective way through the use of a wider range of advertising platforms, using an online system that is both modern in look and feel and is user-friendly. The Council is the lead authority for a shared HR service covering a number of organisations. The solutions offered will be used for Watford Borough Council (Watford BC), West Herts Crematorium, three Parish Councils and one small private sector organisation.

Watford BC currently directly employs 213 members of staff and the other organisations for which HR services are currently provided employ around 50 members of staff in total.

We also provide an HR service to Three Rivers District Council (Three Rivers DC) who employ 325 staff and may wish to be included in the contract at some point in the future.

Turnover is around 17% at Watford BC, and in terms of vacancies, there were approximately 30 during the last financial year, with the occasional ad hoc vacancy with our other customers.

2. Summary of Requirements

Watford BC is looking for solutions that:

- Provides a high quality Applicant Tracking System that is modern and attractive to applicants, provides functionality that will streamline and digitalise our processes from within the HR team (allowing us to be more efficient) and be intuitive and user-friendly for managers and users alike. The objective is to allow us to compete for candidates in the job market on a level with our competitors and for the recruitment process to give a good first impression of us as digitally enabled and customer focussed organisations.
- A recruitment partner who is able to provide us with expert advice on how and where to advertise (or other solutions as may be appropriate for senior/hard to fill posts). The solutions should be based on factual knowledge and experience, be innovative and add value to the knowledge we already have within HR. The supplier should be able to give advice on advert wording, branding, look and feel of the advert in addition to recommending the appropriate media and channels. The objective is to find cost efficient ways of attracting the right candidates to the organisations.
- We would also welcome details from any solution provider who has an associated online advertising space that we may be able to make use of, including details of pricing for advertising (unlimited or otherwise).

3. Contract Term

We are looking for a four year framework agreement (with options for the lengths of call-off contracts which may extend beyond the term of the framework agreement).

4. Your Proposal

Please complete the attached Evaluation Forms (two) detailing how your solution delivers against our requirements. Please also complete the tender cost document and additional questions. Should you need any further information, please submit them via the procurement portal.

We would expect all proposals to cover the requirements of GDPR.