

Human Resources Officer (Recruitment) **(Part time 30 hours per week (0.81 FTE))** **REQ210995**

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Administrative Services, Grade 4

Job Purpose

To provide administrative support to the activities of Human Resources particularly the recruitment processes for all staff vacancies.

Job Duties

- As part of a HR team for a number of Schools and/or non-academic departments, to administer the end to end recruitment processes to ensure a comprehensive service is provided.
- To work with other HR and Immigration Officers to deliver University-wide recruitment initiatives.
- To use the recruitment module in iTrent to undertake recruitment administration, update applicant information and correspond with applicants through lifecycles.
- To interrogate the iTrent system to obtain relevant data for checking or including in contract documentation, advertisements etc.
- To process advertising requests in iTrent, edit job descriptions and person specifications, publish advertisements on LU website, jobs.ac.uk and Find a Job, obtain quotations for placing advertisements in newspapers and publications from TMP, process proofs and liaise with departmental contacts as required.
- To receive interview arrangements details via iTrent from departmental contacts following shortlisting, undertake interview administration using iTrent. Tasks include requesting references, inviting candidates for interview, room bookings, accommodation and hospitality, distributing panel papers.
- To receive requests for salaried contracts from departmental contacts and produce contract documentation in iTrent.
- To receive paper requests for claims contracts from departmental contacts and produce contracts using Word templates.
- To update redeployment/UKVI information on HR web pages and any other web pages as required.
- To assist with enquiries received by Human Resources, both by telephone and in person. This will include dealing with members of the general public, members of staff, potential employees and external organisations.
- To maintain manual and computerised HR records. This includes maintaining spreadsheets and retaining electronic copies of documents.
- To undertake general clerical duties such as photocopying, filing etc.
- Any other appropriate duties as may be required.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The post holder may be required to work outside of normal office hours if necessitated by the exigencies of the service.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the HR Team Leader

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience within a Human Resources/Recruitment department	1,3
	Demonstrate understanding of employment/UKVI legislation in relation to recruitment and selection	1,3
	Experience within a customer focused environment	1,3
	Experience of maintaining accurate recruitment records, both electronic and paper	1,3
	Experience of working individually and as part of a team	1,3
Skills and Abilities	Competent in Microsoft applications: <ul style="list-style-type: none"> ▪ Word ▪ PowerPoint ▪ Excel ▪ Outlook 	1,2
	Literate and Numerate	2,3
	Able to work accurately and with good attention to detail	2,3
	Excellent organisational skills	1,3
	Flexible approach, able to adapt to a changing work environment	3
	Ability to prioritise tasks and work under pressure to meet deadlines	2,3
	Good interpersonal and communication skills, both written and verbal	2,3
	Able to deal with people in a friendly, tactful and professional manner	3
	Experience of and ability to work within a confidential environment appropriately	1,3
Training	Adopt new procedures as and when required	3
Qualifications	Educated to 'A' level standard, or equivalent	1
	Demonstrate evidence of having undertaken further training	1,3
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of HR function in a public sector or HEI organisation	1,3
Skills and abilities	Experience with HR Systems ideally iTrent	1,2, 3
Training	Demonstrate an interest in self-development	3
Qualifications	Degree level qualification	1
	Certificate in Personnel Practice or other HR Qualification	1

Conditions of Service

The position is part-time 30 hours per week (0.81 FTE) and open-ended. Salary will be on Administrative Services Grade 4, £21,135 to £24,871 per annum pro rata, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for Staff Grades 1-5, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Application

The closing date for receipt of applications is **26 October 2021**.

Interviews will be held on **Monday 8 November 2021**.