

Recruitment and Immigration Team Leader

Job Ref: REQ220007

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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: Management and Specialist Grade 6

Job Purpose

As our Recruitment and Immigration team leader you will lead by example and drive the performance of a small team of Recruitment and Immigration Officers to provide the highest quality service to candidates and the organisation. This role will balance their time between senior recruitment activity, organisational recruitment projects, immigration compliance and leading the team. The role leads the delivery of end-to-end recruitment and immigration processes working closely with key stakeholders and the wider teams to support the organisation's objectives.

Job Duties

- Support the HR Services manager to deliver an innovative and best practice approach to recruitment and immigration at the University ensuring we attract diverse candidates and provide an excellent candidate experience.
- Manage, coach, develop, and motivate a small team to deliver high-quality customer service both internally and externally through effective and efficient recruitment and immigration processes.
- Co-ordinate senior recruitment and selection campaigns for a variety of appointments with a range of stakeholders.
- Support the senior candidate recruitment and appointment process, including but not limited to candidate engagement and re-location.
- Work with the Vice Chancellor's Office to support executive leader recruitment.
- Lead on specific equality, diversity and inclusion (EDI) recruitment initiatives that are aligned to the University strategy.
- Build and maintain successful working relationships with key stakeholders across business areas. Regularly seek feedback on the services performance to continuously evolve and improve.
- Provide day to day support on immigration and other key compliance activities within the team.
- Develop and implement a recruitment advertising strategy aligned to the organisation's strategic aims.

- Continually enhance our candidate experience through obtaining key feedback on their experiences through a variety of ways.
- Devise and implement recruitment and immigration KPI's. Provide regular, clear and concise KPI reports and recommendations to SMT on the services performance.
- Introduce regular data analysis of recruitment campaigns to monitor trends and performance, e.g. in relation to EDI.
- Keep up to date with industry thinking and development on recruitment and immigration approaches.
- Provide relevant recruitment and immigration training/workshops throughout the year for staff, schools and departments. Lead the creation and delivery of recruiting manager user guides, podcasts, training courses etc to enable training of recruitment managers as appropriate.
- Prepare for and co-ordinate responses for external and internal recruitment and immigration related audits i.e UKVI.
- Review resourcing, recruitment and immigration policies and procedures to ensure compliance with employment law, GDPR and UKVI.

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.

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.

Organisational Responsibility

Reports to the HR Services Manager

Person Specification

Your application will be reviewed against 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

Area	Criteria	Stage
Experience	Strong recruitment and immigration HR experience, working in a comparable team leader role, delivering an excellent customer service	1,3
	Experience of designing and implementing recruitment process and people change related initiatives that improve organisational and/or individual performance	1,3
	Experience of leading, managing and coaching a team	1,3
	Strong knowledge of employment and UKVI legislation and its practical application across the HR lifecycle	1,3
	Experience of working effectively and confidently with stakeholders at all levels of the organisation including senior leaders	1,3
	Experience of using a range of management tools and techniques effectively to positively engage others	1,3
	Experience of delivering relevant development/coaching interventions that support with the management of change, engagement, and communication	1,2,3
	Experience of using data and information to analyse and shape recommendations	1,3
	Experience of leading on audit related activities	1,2,3
Skills and abilities	Ability to work effectively independently and on own initiative as well as a team	1,2,3
	Ability to organise and manage high volume and competing demands, alongside ensuring operational delivery	1,3
	High level of personal communication (oral and written) including report writing and presentation skills to be able to engage diverse groups of staff	1,2,3
	Proven ability to design, implement and deliver innovative approaches to recruitment	1,3

	Competent in Microsoft applications e.g. Word, Powerpoint, Excel, Outlook and use of HR Systems	1,2
	Excellent organisational skills with the ability to prioritise tasks and work	1,3
	Well-developed interpersonal skills with an ability work confidentially and to use tact and diplomacy	1,3
	Collaborative approach. Ability to build positive relationships and quickly gain the trust and confidence of colleagues and key stakeholders.	1,3
Qualifications	Degree or equivalent experience Professional Qualification relevant to the role e.g. relevant degree, CIPD, or equivalent	1

Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Other	Evidence of (CPD) continuing professional development	1,3
	Understanding of related Equality & Diversity issues	1,3
	Able to work flexibly and out of hours if required	1,3
	All duties must be carried out in accordance with relevant Health and Safety legislation and University policies/procedures.	3
	Commitment to observing the University's Equal Opportunities policy at all times.	3

Conditions of Service

The position is full time and open ended. Salary will be on Management and Specialist Grade 6, £31,406 - £40,927 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, 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 are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

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 <http://www.lboro.ac.uk/services/hr/athena-swan/>

The university is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This role has been identified as a role that could work dynamically and if successful your manager will discuss these informal arrangements with you. Please note there is a general

expectation that the successful candidate will spend the majority of time working on campus. (further information is available [here](#))

Applications

The closing date for receipt of applications is 30th January 2022. Interviews will be held on 8th February 2022.