

Human Resources Officer (Recruitment and Immigration)

REQ221200

Job Description

Job Grade: Administrative Services Grade 4

Job Purpose

To provide administrative support to the activities of Human Resources, particularly the recruitment and immigration processes for the University. You will work with a variety of internal and external customers, dealing with several HR processes and a wide range of complex information.

Job Duties

- As part of the recruitment and immigration team you will assist with the provision of support and administration of end-to-end recruitment and immigration processes and procedures, ensuring an accurate and high-quality service is always provided.
- You will act as the first point of contact for recruitment and immigration queries and provide administrative support on day-to-day operational activities in conjunction with the Senior Recruitment and Senior Immigration officer.
- You will frequently interact with recruiting managers, prospective candidates, and employees to discuss their needs and problem solve queries.
- You will use our HR systems and the Home Office reporting management system to undertake recruitment and Immigration administration for all University staff in line with GDPR and UKVI compliance requirements.
- You will undertake a variety of recruitment and immigration tasks in line with our SLA's:
 - process and publish advertising requests to our university website and other key advertising platforms.
 - Obtain quotations for placing advertisements in relevant medium to include job platforms and publications, processing proof and liaising with departments as required.
 - Edit job descriptions and person specifications as necessary.
 - Request references.
 - Invite candidates for an interview.
 - Receive and produce contracts for salaried and casual contracts from our HR systems.
 - Respond to queries in the recruitment and immigration shared email inboxes
 - Deal with queries and the shared inbox for casual workers making claims via our current casual worker system
 - Complete compliant Right to work checks for core staff, in line with UKVI compliance
 - Issue Certificate of Sponsorship in line with appointment requests
 - Respond to and deal with Immigration queries on recruitment matters
 - Complete Home Office reporting in line with UKVI compliance requirements as set out by the Senior Immigration Officer
 - Provide administrative support and deal with queries for sponsored academic visitors

- You will support with updating our recruitment/UKVI information on the HR web pages, and any other web pages as required.
- You will adhere to best practice recruitment processes, challenging the norm and being solutions focused for continuous improvements
- To maintain manual and computerised HR records. This includes maintaining spreadsheets and retaining electronic copies of documents.
- You will support Senior Recruitment and Senior Immigration officers with the successful delivery of allocated recruitment projects throughout the year.
- 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 Recruitment and Immigration Team Leader

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.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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

Essential Criteria

Area	Criteria	Stage
Experience	Experience within a Recruitment or Human Resources 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 electronically	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 specifically working in a HR recruitment or Immigration team	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 full-time and open-ended. Salary will be on Administrative Services Grade 4, (£22,149 to £25,642 per annum, subject to an annual pay award, 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/>