

## Recruitment and Resourcing Manager

Job Ref: REQ230110

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

The Department of Human Resources is a key professional service within the University. We support the University's mission by delivering a high quality, progressive, equitable and inclusive employment experience, working closely with leaders in the organisation. Our vision is for the University to be a diverse and inspiring place to work that enables people to be themselves and perform at the highest levels in support of the University's ambitions. The Department comprises the following teams:

- HR Partnering
- HR Services
- HR Systems and Data
- Recruitment and Resourcing
- Payroll Services
- Reward and Benefits

### Job Description

**Job Grade: Management and Specialist Grade 7**

#### Job Purpose

- Support Organisational Development colleagues in the ongoing development of employability programmes with other educational providers, e.g., apprenticeships.
- Provide advice and guidance on complex recruitment and resourcing matters and act as an escalation point.
- Provide strategic advice on all matters relating to immigration and global mobility.
- Work closely with the Vice-Chancellor's Office regarding executive recruitment.
- Maintain confidentiality in relation to people matters and information management complying with GDPR.
- Maintain oversight of all recruitment and resourcing policies and practices ensuring they are fit for purpose, legally compliant and deliver a meaningful high quality experience for all involved.
- Manage workforce planning information to plan the resourcing approaches.
- Ensure that all activities of the recruitment and resourcing team have equity, diversity and inclusion embedded in them including providing strategic advice on equality impact assessments.
- Provide strong and consistent leadership to the HR department.

- Any other reasonable duties as assigned by the Director of HR.

**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 which include Respecting Diversity and, where appropriate, Recruitment and Selection.

**Organisational Responsibility**

Reports to Head of Resourcing, Pay and Reward.

## 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

### Essential Criteria

Area	Criteria	Stage
Experience	Substantial experience of working in a recruitment role in a large, complex organisation	1
	Experience of working with managers to understand their recruitment needs and to shape creative and adaptable recruitment and assessment approaches	1,2,3
	Experience of leading innovative UK and international recruitment campaigns which attract the highest quality staff	1,3
	Experience of leading a team including managing performance and setting priorities	1,3
	Experience of a range of flexible and creative resourcing methods	1,3
	Experience of using workforce planning data to identify key resourcing requirements to support the university strategy	1, 2
Skills and abilities		
	Ability to work independently and on own initiative	1,3
	Ability to work as a member of the HR leadership team to provide a high level service to the University	1,3
	Excellent organisational skills to manage a large and varied portfolio of schools and services	1,2,3
	Up to date knowledge of employment law including UK Immigration legislation	1,2, 3
	Proven Ability to communicate effectively with people in all parts of the organisation and build strong relationships	1,3
	Strong coaching and influencing skills	1,2, 3
	Commitment to equity, diversity and inclusion	1,3
	Commitment to enhancing the employment experience for all staff	1,3
	Experience of maintaining confidentiality and compliance with GDPR	1
Training		
Qualifications	Degree level education or equivalent experience	1
	CIPD Qualification (level 7), or willingness to complete within 2 years of starting in the role	1
Other		

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in higher education	1
Skills and abilities		
Qualifications		

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management and Specialist grade 7 from £43,414 to £51,805 per annum, 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 6 AND ABOVE, 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/>

## Applications

The closing date for receipt of applications is **27 February 2023**. Interviews will be held on **14 March 2023**.