

Executive Support Administrator (Recruitment) (Maternity Cover) Fixed Term until 31 March 2024

Job Ref: REQ230304

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 Human Resources activity within the School of Science, particularly the recruitment processes for all staff vacancies.

Job Duties

1. To work closely with the Operational Support Coordinator (Executive Support & HR) and Head of Operations to provide a range of Human Resources support to the School of Science.
2. To administer the end-to-end recruitment processes to ensure a comprehensive service is provided. To edit job descriptions and person specifications and coordinate the interview process. This includes requesting references, arranging tests and panel interviews, inviting candidates, room bookings, accommodation and hospitality, preparing and distribution of panel papers.
3. To request and/or create salaried contract documentation.
4. To coordinate onboarding activity for new starters.
5. To work with Central HR and Immigration Officers to support delivery of University-wide recruitment initiatives.
6. To process requests for casual and zero-hour contracts, checking available funding and creating timesheets.
7. To maintain HR records, including updating spreadsheets and retaining electronic copies of documentation in line with retention policies and guidelines.
8. To assist with enquiries received by telephone, email and in person. This will include dealing with members of the general public, members of staff, potential employees and external organisations.
9. To direct requests for information and action to appropriate staff, and to respond efficiently to requests for documentation and information from members of School staff and other senior University staff.
10. To provide administrative support for finance related activities as required.
11. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
12. To ensure compliance with relevant University policies and procedures.
13. To undertake any training and development deemed appropriate for the position by the Head of Operations and the Operational Support Coordinator.

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 the Operational Support Coordinator (Executive Support & HR) and the Head of Operations

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	Previous relevant experience of working in a busy office environment.	1,3
	Experience within a HR/Recruitment department	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1
Other	Evidence a good working knowledge of Equality, Diversity and Inclusion	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Demonstrate understanding of employment/UKVI legislation in relation to recruitment and selection	1,2,3
	Experience of a HR function in a public sector or Higher Education setting.	1,3
Qualifications	CIPD Level 3 or other HR Qualification	1,3

Conditions of Service

The position is full time and fixed term from approximately 1 June 2023 until 31 March 2024 or earlier return of the postholder. Salary will be on Administrative Services Grade 4 (£23,149 – £26,642 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 see <http://www.lboro.ac.uk/services/hr/athena-swan/>