

## Recruitment and Resourcing Officer

Job Ref: REQ240400

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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: Administrative Services Grade 4**

#### Job Purpose

Work as part of a team to provide a high quality, solution focused Recruitment, Resourcing and Immigration service to the University's employees and their managers

Contribute to delivering a high quality, progressive, equitable and inclusive employment experience for all staff in support of the University's mission

#### Job Duties

- Support the Senior Recruitment and Resourcing and Senior Immigration Officer by providing dedicated support to nominated areas of the University whilst working as a team to provide an overall seamless service
- Support end to end recruitment and immigration processes

- Ensure HR systems and documents are updated accurately and in a timely way
- Receive a range of Recruitment, Resourcing and immigration queries and respond to them in a solution focused way or forward them to the appropriate HR team
- Work closely with recruiting managers, prospective candidates, and employees to discuss their resourcing needs and problem solve queries ensuring high levels of customer service at all times
- Use 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.
- Support with updating our recruitment/UKVI information on the HR web pages, and any other web pages as required.
- Adhere to best practice recruitment processes with a focus on continuous improvement
- Maintain manual and computerised HR records. This includes maintaining spreadsheets and retaining electronic copies of documents.
- Maintain confidentiality in relation to people matters and information management complying with GDPR
- Support Senior Recruitment and Senior Immigration Officers with the successful delivery of allocated recruitment projects throughout the year.
- 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 Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & 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 Recruitment and Resourcing Team Leader.

## 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	Experience of working in a large, complex organisation, ideally in a Recruitment and Resourcing environment	1,3
	Experiencing of processing high levels of administrative tasks with a high level of accuracy and in a timely manner	1,2,3
	Experience of using IT systems, ideally HR systems	1,3
	Experience of maintaining confidentiality and compliance with GDPR	1,3
	Experience within a customer focused environment	1,2,3
Skills and abilities	An appreciation of the role of Recruitment and Resourcing in creating a high quality, progressive and inclusive employment experience	1,3
	Ability to work on own initiative with minimal levels of supervision	3
	Meticulous attention to detail	2,3
	Strong interpersonal skills to be able to build relationships with a range of stakeholders	1,2,3
	Commitment to equity, diversity and inclusion	1,3
	Commitment to high levels of customer service and a positive employee experience	1,2,3
	Competent in Microsoft applications: Word, PowerPoint, Excel and Outlook	3
	Flexible approach, able to adapt to a changing work environment	2,3
	Understanding of employment law and how it applies to recruitment	1,3
	Able to deal with people in a friendly, tactful and professional manner	2,3
Training		

Qualifications	A level education or equivalent experience	1
Other		

### Desirable Criteria

Area	Criteria	Stage
Experience		
Skills and abilities		
Qualifications	A certificate in personnel practice/ CIPD qualification level 3 or other Recruitment Qualification	1

### Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Administrative Services Grade 4 £23,700 to £27,181 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 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/>