

Recruitment and Resourcing Officer (Maternity Cover)

Job Ref: REQ250450

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

As a dedicated Recruitment & Resourcing Officer, you will work as part of a friendly and supportive team to provide a high quality, solution focused Recruitment, Resourcing and Immigration service to a wide range of stakeholders, including University's employees and Recruiting managers.

Your day-to-day remit will include supporting schools and professional service areas through the entire recruitment lifecycle. From crafting job advertisements to managing offers, you'll ensure a seamless process that attracts and onboards top talent.

You'll 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
- Provide an excellent candidate experience ensuring regular touch points are made throughout the recruitment process
- 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.
- Manage a shared recruitment inbox, dealing with a wide range of queries and ensuring these are answered in a timely manner.
- Adhere to best practice recruitment processes with a focus on continuous improvement
- Maintain 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 that will be measured at application stage in their supporting statement of their application form. Stages of assessment are as follows:

- 1 – Criteria measured at Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at 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, paying attention to detail and completing in a timely manner	1,2,3
	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
	Strong interpersonal skills to be able to build relationships with a range of stakeholders	1,2,3
	Display commitment to high levels of customer service and able to provide a positive employee experience	1,2,3
	Proficient in Microsoft applications including 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	Demonstrate a commitment to equity, diversity and inclusion	3

Desirable Criteria: these are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications all meeting the essential criteria.

Area	Criteria	Stage
Experience	Experience of using a Recruitment or HR Related System	1,3
Skills and abilities		

Qualifications	A certificate in personnel practice/ CIPD qualification level 3 or other Recruitment Qualification	1
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Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) for STAFF GRADES 1-5.

Our Purpose, Vision, and Values

Our purpose, Vision, Values underpin all that we do and the way we work at Loughborough. The University promotes the values of being **Adventurous, Collaborative, Creative, Authentic** and being **Responsible**. All employers are expected to demonstrate these values in the workplace.

For more information, please refer to our [vision and values](#).

Our Accreditations



We 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/>



We are proud to be a Race Equality Charter Member. The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability provided they meet the essential criteria for a role. We anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to enable to stay within the workplace.



We are real living wage employer and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

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.