



**Job Title:** Recruitment Coordinator  
**Grade:** 5  
**Salary:** £26,707 - £31,236 per annum pro rata  
**Department:** Human Resources  
**Hours/Contract:** Part-time (0.6 FTE) fixed term maternity cover contract for up 12 months  
**Job Family:** Management and Administration  
**Reference:** 12929

## Role Purpose

Devising and coordinating effective recruitment campaigns with hiring managers under the direction of the Recruitment Team Leader. Providing a point of advice to hiring managers, colleagues and candidates, helping to ensure the recruitment team attract and on board the best talent available.

## Main Duties and Responsibilities

- Responsible for implementation and delivery of operational level recruitment campaigns, including devising routine talent attraction, selection and on boarding plans. Ensuring a high level of customer service at all times and working within relevant HR policy, legal and compliance guidelines for example job evaluation and UKVI regulations.
- Offering advice and guidance to hiring managers, HR colleagues and external suppliers on all areas of the recruitment cycle, adhering to employment law and good practice. Attending interviews and regular meetings with hiring managers in designated area, escalating more complex issues to the Recruitment Team Leader.
- Communicating to a very high standard with candidates, advising on selection processes and handling offers, negotiation and on boarding effectively.
- Participate in various projects within the recruitment team and assist in the Recruitment and selection training to university colleagues, helping to enhance the internal processes, training, performance, systems or innovation of the recruitment team.
- Responsible for implementation of the redeployment register within designated area, including handling routine redeployment processes with hiring managers and redeployees.

Management of a Recruitment Administrator(s) ensuring their level of performance in the role, providing feedback and putting in place corrective action where required through, for example, training / instruction, coaching or referral for formal disciplinary action.

## Internal and External Relationships

- Colleagues within the Recruitment Team, the wider HR Division, and across the University at all levels, including senior academics and Heads of Department/Division.
- Prospective candidates, external agencies/organisations and a range of service providers.





## Planning and Organising

- Plan and prioritise their own work activities for the weeks ahead, responding to team requirements and dealing with changing priorities to ensure operational efficiency. Contribute to the planning and prioritisation of the work of the Recruitment Administrator.
- Manage their own time to ensure tasks are completed to appropriate deadlines.
- Oversee tasks from inception to completion.
- Refer to more senior colleagues for the scheduling of any non-standard work.

## Qualifications, Knowledge and Experience

### Essential

- Either academic or vocational qualifications, (NVQ 3, A Levels, City and guild or equivalent minimum) and some related experience or substantial relevant work experience in a similar recruitment role\*
- Experience of working in a recruitment role\*
- Experience of working effectively, independently and as part of a multi-functional team\*
- Experience of effectively multi-tasking and prioritising work
- Experience of using a complex recruitment system\*
- Experience of working in a fast-paced and demanding customer-focused environment\*
- Experience of delivering work in a timely manner, in accordance with agreed deadlines
- Experience of appropriately managing confidential and sensitive information\*
- Basic knowledge of relevant legislation such as employment rights, GDPR etc.
- Detailed working knowledge of the full MS Office suite, particularly Outlook, Word and Excel

### Desirable

- Experience of utilising social media as a method of talent attraction\*
- Knowledge and experience of working with UKVI legislation\*
- Line management experience\*

## Skills, Abilities and Competencies

### Essential

- Effective oral and written\* skills in order to communicate effectively with staff and students





- Energy, enthusiasm and resilience
- Capable of planning and managing own time to maximise quality of output and meet targets
- Initiative and judgement in order to resolve problems independently
- Customer-focused, with a professional approach\*
- People management skills
- Effective interpersonal skills, being proficient in dealing with complex and sensitive situations
- Attention to detail, ensuring that tasks are completed to a high standard of accuracy
- Adept in developing a network of contacts and positive working relationships
- Proactive, identifying and taking action with colleagues to improve processes and procedures ☑
- Ability to recognise discrimination in its various forms, and to take appropriate action
- Ability to interpret data and recognise issues

***\*Criteria to be used in shortlisting candidates for interview***

### Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Freedom of Speech





The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

## Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

