



Job Title: Recruitment Administrator (Unitemps)
Grade: 4
Salary: £25,249 to £26,707 per annum pro rata
Department: Human Resources
Hours/Contract: Part-time (14 hours per week / 0.4FTE) and maternity cover contract until April 2027, or until the post-holder returns, whichever is sooner.
Job Family: Management and Administration
Reference: 13094

Role Purpose

You will provide high quality administrative support for temporary staff recruitment across the University and take responsibility for a wide range of recruitment related activities including the processing of payroll, new bookings and booking extensions, supporting interview arrangements, maintaining legal compliance and the issuing of worker agreements.

You will also be responsible for receiving and responding to queries related to all stages of the recruitment process; using established processes and your own judgment to resolve them.

Working both independently and as part of a multi-functional team you will coordinate a large number of tasks at any given time. You will process high volumes of work to tight deadlines and will need to do this with a high degree of accuracy.

Most importantly, you have a passion for providing first class customer service, the ability to communicate with a diverse range of stake holders and are committed to exceeding customer expectations in a fast paced and challenging environment

Main Duties and Responsibilities

- Receiving and responding to queries from University colleagues and candidates in a helpful and courteous manner, both online and by telephone
- Processing new and extension booking requests including completing the registration process, obtaining appropriate documentation to comply with statutory, legislative and audit requirements such, right to work, generating offer packs and issuing contracts for successful candidates.
- Processing payroll starters and leavers' data in a timely and accurate manner in line with published payroll deadlines and the university financial regulations.
- Monitoring visa expiry dates, new starters, p45, bulk leavers, ID report, processing ECS tracking forms to UKVI and updating the ADAPT system.
- Maintain a focus on continuous improvement of existing processes and procedures
- Deputise in the absence of recruitment coordinator when required.

Internal and External Relationships

Internal and external applicants.





Recruiting managers, senior departmental and college staff across the University and HR Business Partners.

University schools and departments.

Other service users and external contacts, answering queries and representing the work unit as required.

Planning and Organising

You will be responsible for managing your own workload over several weeks.

Qualifications, Knowledge and Experience

Essential

- Academic or vocational qualifications to at least level 2 (NVQ2, 5 GCSE Grades A-C or other equivalent), plus work experience in a similar recruitment support role.*
- Experience of working effectively, independently and as part of a multi-functional team.*
- Experience of effectively multi-tasking and prioritising work.*
- 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.*
- Evidence of experience working in a professional customer-focused environment.*
- Detailed working knowledge of the full MS Office suite, particularly Outlook, Word and Excel.

Desirable

- Additional administrative qualifications.
- Working knowledge of HR processes and procedures.
- Basic knowledge of relevant legislation such as employment rights, data protection etc.
- Experience of working in higher education.
- Knowledge and/or experience of using HR/recruitment systems such as SAP HR*

Skills, Abilities and Competencies

Essential

- Evidence of an ability to consistently process high volumes of work to tight deadlines.*
- Excellent oral and written* communication skills across a wide audience.
- 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.*
- Proactive, identifying and taking action with colleagues to improve processes and procedures.

**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 expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

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.

