



**Job Title:** Recruitment Administrator  
**Grade:** 3  
**Salary:** £23,924 to £24,590 per annum  
**Department:** Human Resources  
**Hours/Contract:** Full-time, permanent  
**Job Family:** Management and Administration  
**Reference:** 13385

## Role Purpose

You will be the first point of contact for candidates and clients for temporary recruitment queries. You will be responsible for providing a range of straight forward administrative support duties on behalf of the wider recruitment team including the completion of legally required checks relating to the hiring process and other associated duties.

Most importantly, you have a passion for providing first class customer service, the ability to communicate with a diverse range of stakeholders and are committed to exceeding customer expectations in a fast paced and challenging environment. You will process high volumes of work to tight deadlines and will need to do this with a high degree of accuracy.

## Main Duties and Responsibilities

- Provide a varied administrative support service to the Unitemps team which will include:
  - Ensuring all required document is received prior to a role being advertised
  - Obtaining appropriate documentation to comply with statutory, legislative and audit requirements such, right to work in the UK and references.
  - Registering candidates for temporary work in preparation of placing them into a booking
  - Rebooking existing candidates into active bookings
  - Compiling short-listing packs.
  - Creation of new employee files
- Receive and respond to everyday enquiries from departmental customers, both face-to-face and on the phone, to provide a timely and courteous service that exceeds expectation with regards to both temporary and permanent recruitment

Run and provide straightforward reports to an established format to support the running of payroll, compliance audits, time sheeting and work patterns queries and visa and right to work monitoring

## Internal and External Relationships

- Internal and external applicants.
- Hiring managers, senior departmental and college staff across the University.
- University departments, such as Finance (Payroll), HR, Career Development Service and Unitemps.





## Planning and Organising

You will be responsible for managing your own workload as well as the planning and organising of routine administration and reporting for days and weeks ahead.

## Qualifications, Knowledge and Experience

### Essential

- Educated to GCSE level or equivalent including Maths and English at Grade C or above, or equivalent qualifications plus some relevant office experience\*
- Or**
- Previous relevant experience in a comparable setting\*
- Experience of working within a customer- facing environment with a high focus on quality service\*
- Experience of managing and maintaining accurate records and information using computerised systems\*

### Desirable

- 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

## Skills, Abilities and Competencies

### Essential

- Effective oral and written skills in order to communicate effectively with staff and students
- Proven ability to work to a high level of accuracy and attention to detail
- Strong organisational skills with the ability to manage multiple tasks, priorities and deadlines simultaneously
- Competent in Microsoft Office (Word, Excel and Outlook)
- Excellent customer service and stakeholder management skills
- Commitment to customer service and high standards of quality
- Ability to work effectively as part of a team
- Good written\* and verbal communication skills
- Demonstrate flexibility and a willingness to take on a variety of tasks depending on operational needs

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

## 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.





## 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

## 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 expect all staff as citizens to work flexibly across the University if required.

## 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 equity, diversity and inclusion.

