



**Job Title:** Recruitment Advisor  
**Grade:** 7  
**Salary:** £34,804 to £40,322 per annum  
**Department:** Human Resources  
**Hours/Contract:** Full time/Permanent  
**Reference:** 1469

### Role Purpose

You will be a part of a team responsible for the provision of a professional and proactive recruitment service across the University. Your role will be to lead the permanent recruitment within the colleges and professional services and to act as a source of expertise and guidance to both recruiting managers and colleagues across Human Resources.

You will be responsible for delivering effective senior level operational recruitment campaigns and selection processes as well as planning and delivering a range of recruitment related projects.

### Resources Managed

- 3 x Grade 5 Recruitment Coordinators

### Main Duties and Responsibilities

- To provide an efficient and effective recruitment and selection process to client groups across the University. Working closely with other senior academics, managers and HR colleagues to ensure that the right people with the right skills are recruited in a timely and cost effective manner to a wide range of positions across the organisation.
- Line management of 3 Recruitment Coordinators to ensure an effective and timely recruitment service for permanent roles across the University
- Provide advice and guidance to recruiting managers and departmental colleagues on job evaluation and candidate attraction methods including the use of social media ensuring that all methods used are cost effective, relevant and position the University as an employer of choice
- To ensure that senior recruitment campaigns, interviews and selection processes are effectively planned and coordinated to ensure a high level of candidate and customer experience at all times
- To ensure that all relevant aspects of employment law, immigration law; equal opportunities law and best practice are understood and met as well as acting as source of expertise in recruiting from outside of the UK and taking a lead role in ensuring that processes relating to this support the achievement of model compliance.
- Deliver a range of training courses to stakeholders to ensure that best practice recruitment is promoted across the University and that Recruiting Managers are aware of the systems and processes in place to achieve this.
- Act as the lead on recruitment and HR related project work that enhances the effectiveness of the service. Proactively planning, tracking and driving forward projects to a successful conclusion; communicating with key stakeholders effectively.
- To contribute to the continuous improvement of practice and processes, particularly in relation





to recruitment, selection and resourcing, and may act as a project lead from time to time.

- Deputise for Recruitment Services Manager as appropriate.

#### Internal and External Relationships

- Wider HR Division
- Senior Management team
- University Departments
- External Head-hunters
- Payroll, Finance, Corporate Services

#### Planning and Organising

- You will be responsible for planning for weeks and months ahead.

#### Qualifications, Knowledge and Experience

##### Essential

- Educated to degree level or equivalent academic/vocational qualification or substantial relevant experience in a directly comparable role.\*
- Extensive experience of in-house recruitment and resourcing or recruitment related Human Resources at a senior level, particularly within a large complex organisation.\*
- Experience of using a range of candidate attraction methods including job boards, recruitment agencies and social media to recruit to specialist and niche roles.\*
- An up-to-date and comprehensive knowledge of employment law and its application to HR issues with particular reference to recruitment and resourcing.\*
- Extensive knowledge of the rules governing non-EEA recruitment and a demonstrable understanding of the potential changes to this in light of Brexit.\*
- Experience of line managing other staff members to maximise service provision

##### Desirable

- Experience of training design and delivery
- Experience in a Higher Education/ comparable setting OR a trade unionised environment
- Experience of job evaluation methodologies, preferably the Hay Scheme.
- Experience of developing, administering and assessing work related tests and assessment centres.
- Membership of a relevant professional body i.e. APCR or CIPD.





**Skills, Abilities and Competencies**

**Essential**

- Ability to build effective relationships with a diverse range of stakeholders.
- Ability to communicate with a wide range of stakeholders at all levels of seniority.
- Effective planner of campaigns and project work.
- Strong presentation and training skills.
- Ability to analyse and assess problems and identify and implement appropriate solutions, with particular reference to recruitment and resourcing.
- Ability to work tight deadlines and to take responsibility for meeting agreed targets.
- Ability to work on own initiative and to be proactive.
- Excellent written communication skills, with the ability to present clear, well-structured documentation, including advertisement, reports and letters.
- Ability to operate within the context of a high degree of confidentiality.
- Ability to manage own time; organise and prioritise work.
- Ability to work independently and as part of a team.
- Willingness to work flexibly, as and when required.

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

**VITAL**

The University encourages all staff to live our [VITAL values](#) which are:  
**Valuing People, Innovators, Together, Accountable, Leaders.**

**Equality and Diversity**

We believe that equality, 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.

