

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Recruitment Administrator	<b>Salary:</b> £28,274 to £34,515 per annum
<b>Accountable to:</b> Resourcing Manager	<b>Grade:</b> 3
	<b>Job Type:</b> Permanent
<b>Section:</b> Central Services	<b>Location:</b> 272 High Holborn, London WC1V 7EY

<b>Contract Length:</b> Permanent	<b>Hours per week:</b> 35	<b>Weeks per year:</b> 52
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**Purpose of Job:** To provide an efficient and effective recruitment support service to the University's Central Services, in liaison with Recruiting Managers and Human Resources (HR).

### Main duties and responsibilities:

1. Provide comprehensive recruitment support to line managers, including advice, on the application of relevant University Recruitment policies and procedures in liaison with HR. Provision of meet and greet service, which may include operating at other UAL sites where practical.
2. Administer the recruitment process; including job advertising; producing recruitment documentation; applicant handling; organising interviews; pre-employment checks and issuing contracts, and setting up personal records in the HR database.
3. Maintain a resource "library" of interview questions, job descriptions and person specification to support recruiting managers.
4. Draft all recruitment correspondence, including letters of appointment, letters to unsuccessful candidates and liaise with the interview panel Chair regarding candidate feedback in line with HR recommendations (where appropriate).
5. Ensure the production and update of local (departmental) induction folders for new starters.
6. Maintain and produce reports from REx (Recruiting Excellence system) ensuring all data is accurate and up to date.
7. In conjunction with HR (HR Officers) maintain effective reporting and monitoring strategies for all recruitment activities of the Deputy-Rectorate, keeping the appropriate managers informed. Maintain the accuracy, quality and timeliness of services provided; record and monitor relevant statistical data and ensure the continuous improvement of service delivery.
8. Produce and develop papers and reports, including Recruitment and Staffing Guidelines and Organograms; and contribute to other reports and papers and relevant statistics relating to Recruitment and Selection, staffing and staff development activities across SD on a regular cycle and additionally as requested by line managers.
9. Provide one to one training and guidance to recruiting managers using the REx system.
10. Provide cover and support for other members of the HR recruitment team as required.
11. Record, monitor and report on Equal Opportunities data.
12. Input all staff new starter details into the iTrent system in a timely fashion, ensuring payroll

deadlines are met and new starter and eligibility to work documentation is saved on file.

13. Maintain up to date knowledge of 'best practices' in recruitment and relevant legislation.
14. Liaise with external service providers including recruitment agencies as required.
15. Contribute to and administer recruitment projects and services as required.
16. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
17. Undertake health and safety duties and responsibilities appropriate to the role.
18. Work in accordance with the University's Equal Opportunities and Diversity Policy, and the Staff Charter, promoting equality and diversity in your work.
19. Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
20. Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
21. Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Resources Managed:**

Budgets: None.

Staff: None.

Other: None.

## Person Specification

### Recruitment Administrator

#### Grade: 3 - Professional and Administrative

Person Specification	
Specialist Knowledge Skills and Qualifications	<p>Educated to GCSE level or equivalent plus relevant recruitment experience, preferably holds CIPD Level 3 certificate</p> <p>Awareness of relevant legislation</p> <p>Acting with tact and diplomacy and maintains confidentiality</p> <p>Experience of using MS Office; Word, Excel, Access and Visio; Intranet/Internet; HR systems (preferably Midland HR iTrent); applicant tracking systems (preferably WCN)</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Teaching, Learning and Training	Delivers effective basic training or briefings to support understanding or learning
Planning and managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team or with different professional groups
Student experience or customer service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve a problem

#### Verbal and Numerical reasoning assessment:

All shortlisted applicants will be required to undertake on-line verbal and numerical reasoning assessments. We are asking candidates to undertake these assessments because the ability to interpret and communicate verbal and numerical information is key to this role. The test results will be confidential and you will receive feedback on your assessment at the end of the process. The assessment will be used to inform selection interview questions and complement other selection methods. Staff selection decisions will never be made solely on the basis of a psychometric test

