

## Job Description

<b>Job title</b>	Recruitment Partner
<b>School / department</b>	Human Resources
<b>Grade</b>	6
<b>Line manager</b>	Head of HR Partnering and Services
<b>Responsible for</b>	n/a

### Main purpose of the job

To work effectively in partnership with managers and HR Partners within the University to effectively deliver strategic objectives identified in the University's Strategic Plan.

To deliver a proactive recruitment and selection service, delivering against recruitment plans and operational needs.

To work closely, collegiately and flexibly with the wider HR team to support HR plans and strategies.

### Key areas of responsibility

#### General

- 1 Responsible for the full recruitment and selection process across the University, deliver a respected, valued and proactive service to Schools and professional services, seeking creative solutions.
- 2 Build relationships with managers and HR Partners to establish current and future staffing requirements, meeting regularly to review these plans.
- 3 Manage information for the monthly Vacancy Management Group by taking responsibility for the preparation and submission of the VMG monthly paper and ensuring all actions are completed within the relevant deadlines. Accompany the Director of HR and OD to VMG meetings when required.
- 4 Use insight into internal and external factors to identify and provide innovative solutions to recruitment challenges; remaining knowledgeable about the University and up to date on the external environment.
- 5 Review the quality and impact of job adverts, creating ideas and suggestions to enhance them.
- 6 Attend interviews when required, taking part in selection panels and constructing well designed interview questions to support managers if needed.
- 7 Influence and advise managers so that legal and procedural requirements are met whilst ensuring the University recruits excellent candidates that align to the culture and values of the University.
- 8 Work in partnership with members of the Vice Chancellor's Executive to fill high profile and senior posts, such as Professorial appointments.
- 9 Ensure that all recruitment activity complies with UKVI and DBS requirements as necessary.

- 10 Champion diversity in recruitment, advising on good practice in this area, delivering analysis when needed.
- 11 Deliver an excellent candidate experience, evaluating the journey from end to end, and maximising opportunities for continuous improvement.
- 12 Continuously and critically review the e-recruitment system, assessing its fitness for purpose and ensuring that any proposed changes/ updates are implemented, consulting with relevant stakeholders as necessary.
- 13 Manage the relationships with the University's recruitment advertising agency and e-recruitment system provider, attending regular account meetings and following up any actions.
- 14 Manage relationships with recruitment agencies and consultants, assessing performance and developing terms and SLAs.

### **Organisational change**

- 15 Work with HR Partners to advise, design and implement selection processes for organisational change programmes.
- 16 Maintain the University's redeployment register, liaising with HR Partners and the wider department as required.

### **Learning and development**

- 17 Assess skill levels and needs in order to coach and train stakeholders on the University's recruitment and selection process as required.

### **Information, analysis and reporting**

- 18 Ensure the provision of accurate management information, statistics and reports to managers. Identify trends in data and work with managers and senior managers/directors to make improvements where needed.

### **Human resources team**

- 19 As part of the human resources team, manage, develop, support and implement key objectives, policies and initiatives and promote strategic, business-focussed ways of working, reviewing performance and driving improvement.
- 20 Undertake policy development and projects as required.

### **Self**

- 21 Maintain a commitment to equality and diversity and actively promote this in all aspects of your work.
- 22 Ensure the confidentiality of records and the security of resources for which the role is accountable.
- 23 Use influencing skills to challenge and change others' perceptions about problems and issues.
- 24 Keep up to date on UK and EU employment law, case law, benchmarking and best practice within recruitment and selection.
- 25 Develop and maintain strong relationships with a wide range of stakeholders, partners and colleagues, both internally and externally.

26 Contribute ideas and suggestions to enhance HR service delivery and customer experience.

In addition to the above areas of responsibility the postholder may be required to undertake any other reasonable duties relating to the broad scope of the position.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications and/or membership of professional bodies</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Fully CIPD qualified, or working towards with relevant experience</li> <li>• Evidence of continuous professional development</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing recruitment partnering support to managers in a busy environment</li> <li>• Good working knowledge of current employment law</li> <li>• Understanding of market trends</li> <li>• Understanding of diverse selection techniques</li> <li>• Marketing and advertising knowledge</li> <li>• Demonstrable record of delivering innovative contributions to recruitment and selection methods</li> <li>• Knowledge of best practice recruitment and selection techniques</li> <li>• Knowledge of UKVI sponsorship regulations and right to work processes</li> <li>• Knowledge of child protection and safeguarding legislation, and DBS, as it relates to an HE environment</li> </ul>	<ul style="list-style-type: none"> <li>• Multi sector experience</li> </ul>
<b>Specific skills to the job</b>	<ul style="list-style-type: none"> <li>• Ability to understand, manipulate, analyse and present data</li> <li>• Ability to establish effective working relationships with colleagues, managers, employees and their representatives</li> <li>• Highly skilled written communication, creating attractive job adverts</li> </ul>	
<b>General skills</b>	<ul style="list-style-type: none"> <li>• Ability to plan and organise own workload effectively and get things done</li> <li>• Ability to work independently and integrate as part of a team</li> <li>• Ability to adapt quickly to changing pressures</li> <li>• Exceptional communication, presentation and influencing skills at all levels</li> <li>• Ability to handle situations with a high level of tact, diplomacy, sensitivity and advocacy</li> <li>• Positive “can-do” attitude, proactive, and driven</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Confidence in dealing with senior members of staff</li> </ul>	

<b>Disclosure and Barring Scheme</b>	This post does not require a DBS check	
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**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.