

JOB DESCRIPTION

Job Title: Senior Recruitment Adviser

Grade: SG7

Department: People Operations

Responsible to: Head of People Operations

Responsible for: N/A

Key Contacts: Head of People Operations, Associate Director: People Operations, Associate Director: Talent, Development and Reward, People Operations Managers, Vice Chancellor's Office (VCO), managers at all levels

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the university and the requirements of the job.

PURPOSE OF ROLE:

- To provide specialist advice and guidance on best practice in attraction, selection and acquisition of talent to ensure the university is best equipped through its people capacity, to achieve its strategic ambitions.
- To oversee the scoping, development and implementation of strategic programmes of attraction and onboarding activities to meet university needs.
- To lead on executive recruitment for senior leadership roles working closely with the Vice Chancellor's Office and executive head-hunters as appropriate
- To develop systems, policy and procedures, including the use of artificial intelligence in talent attraction and acquisition
- To work closely with the Equality, Diversity and Inclusion Team to promote inclusive practice and outcomes in talent attraction and acquisition
- To work closely with the key colleagues in the People Directorate to support volume and specialist recruitment campaigns and to support programmes of change

KEY ACCOUNTABILITIES

Team Specific:

- Develop and maintain an understanding of university talent needs and develop appropriate activities, campaigns and processes to respond to those requirements
- Manage the development and implementation of talent attraction and acquisition strategies and processes including the use of artificial intelligence (AI)
- Provide expert knowledge on the end-to-end recruitment process for candidates including job posting, screening of applications, and scheduling interviews
- Monitor the success of the channels used to source candidates and work with Head of Talent, Employee Experience and Reward to update strategy where necessary
- Lead volume recruitment and specialist role acquisition including executive level recruitment
- Act as point of escalation for complex recruitment queries
- Develop and monitor recruitment process performance against service standards to ensure that support and services provided are in line with established service level agreements (SLAs) and key performance indicators (KPIs)
- Identify opportunities to improve recruitment services and processes
- Coach and upskill key colleagues in People Operations and the wider People Directorate to deal with recruitment related queries effectively
- Work collaboratively on relevant key projects linked to core strategic objectives relating to talent acquisition and management

Generic:

- Enhance effective talent attraction and acquisition at the university by driving efficient service delivery through collaboration across the People Directorate and with key stakeholders
- Act as a brand ambassador actively promoting the university and the People Directorate to internal and external audiences

Managing Self:

- Maintain own continuous professional development (CPD)
- Develop, lead and maintain positive relationships with internal and external stakeholders

- Role model the university's values of be:
Impactful, Collaborative and Inclusive

Core Requirements:

- Adhere to and promote the university's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that People Directorate delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Specific performance Indicators will be established in consultation with the Line Manager.

KEY RELATIONSHIPS (Internal & External):

- Associate Director of People Operations, Associate Director of Development, Talent and Reward, Head of Employee Relations, Change and People Analytics
- Vice Chancellor's Office
- EDI Team
- Senior People Business Partners
- People Operations Specialists (UKVI, Data & Analytics, HR Information Systems)
- Employees and managers at all levels

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Significant experience of implementing, supporting and improving end-to-end recruitment processes
- Significant experience of managing and/or overseeing staff carrying out recruitment administration including job posting, screening of applications, and scheduling interviews
- Demonstrable experience of using e-recruitment and people systems
- Significant experience of supporting with the development and implementation of recruitment initiatives
- Demonstrable experience of implementing and supporting measures which improve candidate experience
- Substantial experience of providing guidance and advice on complex recruitment queries
- Significant experience of assessing the success of attraction channels and the sourcing strategies
- Demonstrable experience of delivering recruitment and selection and compliance training to staff
- Experience of applying immigration legislation in a work environment
- Experience and understanding of inclusive attraction and acquisition strategies
- Experience of job evaluation

Desirable Criteria

- Experience of working in HR in the Higher Education Sector
- Experience of using Oracle HRMS or Oracle Cloud
- Experience of supporting assessment centres
- Experience of administering psychometric tests as part of a selection processes
- Understanding of artificial intelligence in talent attraction and acquisition strategies and processes

SKILLS:

Essential Criteria

- Expert knowledge of attraction and acquisition processes, techniques and initiatives
- Well-developed stakeholder relationship management skills

- Excellent verbal and written communication skills
- Digitally savvy with an understanding of use of technology and social media platforms in talent attraction and acquisition
- Ability to multitask while adapting to changing priorities
- Ability to work independently with little or no supervision
- Excellent analytical skills
- Excellent organisational skills and attention to detail.
- Strong IT skills including intermediate user of Microsoft products

Desirable Criteria

- An understanding of the potential use and integration of artificial intelligence within talent attraction and acquisition

QUALIFICATIONS:**Essential Criteria**

- Level five qualification in HR or business discipline or demonstrable equivalent experience.

Desirable Criteria

- Associate member of the CIPD.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.