

## JOB DESCRIPTION

<b>Job Title:</b>	HR Recruitment Officer	<b>Grade:</b>	SG5
<b>Department:</b>	Human Resources	<b>Date of Job Evaluation:</b>	August 2015
<b>Role reports to:</b>	Senior HR Recruitment Officer		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	None		
<b>Other Key Contacts:</b>	HR colleagues, Finance staff, stakeholders cross the institution and external service providers		
<p>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.</p>			

### **PURPOSE OF ROLE:**

- To provide excellent Recruitment support to Recruiting Managers and act as a first point of contact for providing guidance to potential applicants on the University's Recruitment Policy.
- To provide Recruitment support and administration as part of a Centre of Excellence
- To contribute to the development and implementation of Recruitment policies and procedures in a process of continuous improvement and review

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

**Each member of the HR Recruitment Team will take the lead on an agreed client group but will work flexibly to support activities in any of the other groups as well as providing support to cover period of absence or high demand/activities.**

- To administer all aspect of the recruitment process from application stage to the on-board stage, ensuring that the link with the recruiting manager is properly managed so that the Recruitment Policy is adhered to, including visa application and necessary checks (UKVI and Disclosure and Barring Services)
- To respond quickly and accurately to routine and non-routine recruitment related queries
- To work collaboratively with colleagues within the Recruitment Team as well as the wider HR colleagues, ensuring that information is passed on accurately and appropriately
- To liaise with the Recruitment Agency to seek appropriate media to place advertisement as well as ensuring that appropriate recruitment documentation is provided as required

- To ensure that documentation is submitted to the Payroll team to ensure that staff payment process is maintained
- To contribute to the production and circulation of the weekly internal Staff Vacancy Bulletin
- Responsible for the maintenance of staff personnel file and other relevant documentation, as necessary
- To contribute to the HR Directorate's strategy to become the "Employer of Choice".

**Managing Self**

- Maintain a proactive approach to ensuring the University's current and future needs are reflected in HR strategic plans
- Ensure on-going knowledge of employment law, internal policies and processes changes to maintain quality of advice
- Maintain and develop expertise, professional networks and contacts and as appropriate, cascade and share information and knowledge with colleagues
- Continuously improve own knowledge of people management processes and strategy, benchmarking and knowledge management
- Maintain own continuous professional development (CPD)
- Continuously strengthen effective interpersonal and facilitation skills
- Work to deadlines and project plans
- Respond to enquiries in a timely and effective manner

**Core Requirements**

- Adhere to and promote the University's Equality and Diversity and Information Security policies
- Ensure compliance with Health & Safety regulations 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
- Actively promote the University's and Directorate's Values and Behaviours, leading by example

**Additional Requirements**

- Any other duties appropriate to the post and grade

**KEY PERFORMANCE INDICATORS:**

- Effectiveness of delivery of the HR strategy
- Production and delivery of work and projects to agreed timescales, quality and to plan
- Contribution to team effectiveness and co-operation
- Levels of customer satisfaction (measured by surveys, customer feedback, complaints)
- No compliance issues arising (including Data Protection) and compliance corporate standards

**KEY RELATIONSHIPS (internal & external):**

In all contacts the post-holder will be required to present a good image of the HR directorate and the University of Greenwich as well as maintaining constructive relationships

- HR SMT and other HR Colleagues
- Key stakeholders within the Faculties and Directorates
- Members of VCG and members of their office/support team
- Payroll and Management Accountants
- Approved Advertisement Agencies
- Recruitment Agencies

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Effective Recruitment administration – leading on recruitment process from vacancy approval into on-boarding</li> <li>• Providing a responsive customer oriented service</li> <li>• Working in a busy and professional office, within an HR environment</li> <li>• Experience of working with both an e-Recruitment and HR Database</li> <li>• Experience of applying immigration legislation in a work environment</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Building and maintaining relationships with key stakeholders in a professional manner (e.g. courteously, efficiently, assessing level of priority)</li> <li>• Dealing with multiple priorities, tasks and stakeholders effectively</li> <li>• Working proactively and effectively without close supervision</li> <li>• Excellent communication and interpersonal skills (in writing, over the phone and in person)</li> <li>• Competent user of Microsoft Office suite to intermediate level</li> <li>• Working effectively as a member of a diverse team</li> <li>• Persuasion, Negotiation and Influencing</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• HE Sector</li> <li>• Experience of using Oracle HRMS</li> <li>• Providing summaries and briefing material based on research and data</li> <li>• Experience of support an Assessment Centre</li> <li>• Experience of administering psychometric testing tools</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Microsoft Office suite to Advance level</li> </ul>

- Accuracy and attention to detail

**Qualifications**

- GCSE in English and Maths, or equivalent

**Personal attributes**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

**Qualifications**

- A Level Qualification
- BTec or equivalent

**Personal attributes**

- N/A