

Job Description

Position Details	
Faculty/Directorate	Human Resources
School/Department	HR Business Support
Team	Talent and Recruitment
Job Title	Talent and Recruitment Administrator
Grade	4
Hours of Work	35
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Talent and Recruitment Manager
Responsible For (Job Title)	

Principal Accountabilities
<p>The Talent and Recruitment Administrator will report to the Talent and Recruitment Manager, making a difference to the team's success by providing service enhancing support to drive forward recruitment. This is a pivotal role in ensuring our service is best in class. The role will also support with developing and driving a stronger social media presence to enhance candidate attraction.</p> <p>This is a varied role and from a day to day perspective, the role will:</p> <ul style="list-style-type: none"> • Co-ordinate the offer and on boarding process, working closely with other HR colleagues to ensure a smooth handover to other teams. • Support with interview arrangements, liaising with both candidates and internal colleagues, including supporting assessment activities as required. • Utilise eArcu, our Applicant Tracking System (ATS), to support the recruitment process. • Produce and distribute MI reports, investigating any anomalies to ensure the data is accurate and reflects the current organisational structure. • Build a social media and advert bank including videos, graphics and imagery, so content is consistent, on brand and engaging. • Own the Recruitment intranet page and careers pages content, proactively working with the Talent and Recruitment Manager to ensure content remains up to date. Managing changes and development of new content as necessary.

- Ensure the optimisation of the best recruitment channels, including LinkedIn, Glassdoor, Twitter and Job boards etc., evaluating impact and sharing information with the team.
- First point of contact for eArcu support queries, owning the relationship with eArcu's help desk team and working with them to develop technical knowledge to improve the number of first contact resolutions and reduce the number of times queries are escalated.
- Monitor the team inbox and manage our response either directly or by allocating tickets within the team via our email ticketing software, Cherwell.
- Providing general administrative support to the team, such as administering candidate expenses, raising POs and travel arrangements.
- Manage the IR35 process engaging with the requester, Legal and Tax as appropriate to ensure that they are processed in a timely manner.
- Work closely with other IR35 subject matter experts across the University, updating the other members of the Talent and Recruitment team so they have appropriate knowledge to provide cover in this area and give basic advice to managers across the University

As relevant throughout the year, the role will:

- Attend training events and conferences and participate in relevant internal and external networks, as agreed by the Manager.
- Share expertise across the spectrum of HR, Policy, Reward and Talent Acquisition.
- Contribute to the development, co-ordination and delivery of a broad range of HR initiatives, taking the lead on designated projects as required. This may include playing a co-ordinating role on cross-University projects.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes	Relevant Criteria	Essential/ Desirable
Skills & Experience	Excellent communication skills, both written and verbal.	E
	Ability to and experience of building positive relationships with stakeholders, suppliers, candidates, and working collaboratively.	E
	Ability to analyse information and prepare written and numerical information and reports.	E
	Experience of developing creative content.	E
	Excellent administrative and organisational skills.	E
	Ability to organise and prioritise own workload, often delivering against tight timescales.	E
	Experience of working in HR or recruitment.	E
Education & Training	Experience of working in a customer focussed environment.	E
	Education equivalent to 5 passes at GCSE (grade A – C including English and Maths)/NVQ Level 2 or a period of sustained relevant experience showing clear evidence of literacy and numeracy.	E
Knowledge	Recruitment related qualifications.	D
	Knowledge and understanding of the full end-to-end resourcing process.	D
	Up to date knowledge of resourcing tools – particularly Applicant Tracking System (ATS)	D
	An understanding of equality and diversity issues, and how they relate to resourcing.	D
	Knowledge of using Social Media as part of the recruitment process.	D

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