



Advertisement

Post Title: Recruitment Coordinator

School/department: Human Resources

Hours: Full Time, 36.5 hours per week

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Fixed Term till 31 January 2024

Reference: 10761

Salary: starting at £24,144 to £27,396 per annum, pro rata

Placed on: 2 June 2023

Closing date: 21 June 2023

Expected interview date: 30 June 2023

Expected start date: ASAP

About the role

As a Recruitment Coordinator you will be working in our supportive HR office, alongside the rest of the Recruitment team, made up of Emma, Nassi and Jose. Together, we support the University's Professional Services Division.

As a Coordinator, you will be the first port of call for Hiring Managers to support with their queries and matters relating to their vacancies and communicate with candidates. For the first 2-3 weeks you will be training in the office. After this, you will be given the flexibility to split your time between working from home and being on campus.

About our Division

Our HR Division is all about our people. We provide advice and support to Divisions & Schools and our teams are dedicated to working in partnership to achieve positive outcomes for our University, colleagues, and Students alike. Commitment to expanding further into our People Strategy is our focus, and our continued pledge to provide an inclusive and positive working environment will put us at the forefront of becoming an Employer of Choice. We want our people to grow, therefore, by continuing to strive for innovative ways in which we can support and develop careers and aspirations.

Why work here...

Our University is situated next to the beautiful South Downs where you will enjoy all the fresh air that our 150-Acre Campus has to offer. Sussex is a renowned, research-led International University and this is only possible because of the people that work here. Whether you are Faculty, Student, or a member of Professional Services Team, it's our people that make us great! We want you to be part of that.

We are in Falmer (Brighton), very near the Amex Stadium. We are easily accessible by public transport, have dedicated cycling routes, and are right next to the A27.

The benefits that you will get from day one:

- Generous 12% total Pension Scheme
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional Annual Leave through our Scheme for a great home and work life balance
- Discounts of public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
- Considerable discount on our on-site Gym Facilities because we care about our employees' Health and Wellbeing.

About you

Recruitment is dynamic, we are looking for someone like this. Equally important, will be knowing how to navigate and use Microsoft Office and its applications, as this will be the main Software you use on your day to day while we transition to our Digital HR Framework. Our office is vibrant and will get busy so you will need to be able to manage your workload to deliver an excellent service.

Ideally, you will already have the experience working in a busy HR Office or Recruitment desk, but we also invite people who are good with administration, data entry, and have a keen eye for detail to apply.

Please contact Jose Pinto, Jp745@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at [Human Resources : University of Sussex](#)

3. Job Description

Job Title:	HR Recruitment Co-ordinator
Grade:	G4
School/Division:	Human Resources
Location:	Sussex House -
Responsible to:	HR Recruitment Manager
Direct reports:	n/a
Key contacts:	HR Recruitment Officers, HR Business Partners, Assistant HR Business Partners, HR Business Services Coordinators, HR Compliance, Payroll, Recruiting managers, Heads of School, Directors of Professional Services, other employees and members of the public.

Role description:

The HR recruitment team spans the whole recruitment process providing liaison, guidance, query management and administrative support to recruiting managers, applicants, internal departments, and external contacts.

The HR Recruitment Coordinator works as part of a team in the day-to-day operation and delivery of the recruitment processes and procedures, as a first point of contact and link between recruiting managers, applicants, internal departments, and external contacts. Providing administration of recruitment campaigns including recruitment documentation administration, advertisement placement, collation of applications, interview scheduling and database administration.

PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. Support the successful delivery of the HR recruitment processes of the division through the effective co-ordination of activities, events and meetings
2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied
3. To act as the main point of contact for service users in the effective and efficient delivery of the administration of recruitment related activities.

KEY RESPONSIBILITIES

1. Working as part of the recruitment team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of hr recruitment activities, events and meetings including, but not limited to.
 - Preparing, checking, and administrating all associated documentation within the recruitment process; including advertisements and their associated documentation, job description and further particulars.
 - Oversee the recruitment email inboxes, responding to all applicants and recruiting manager enquiries.
 - Input equalities monitoring information into database.
 - Aid in the organisation of interview schedule with the recruiting managers and candidates – sending out invitations
 - Requesting employment references.
 - Collate all post-interview administrative paperwork.
 - Working within a set timeline to meet deadlines.
 - Collate several monthly recruitment reports
 - Proactively raising issues arising in advance for discussion and resolution
 - Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
 - Working within a team environment supporting new team members with training and covering absences.
 - To act as an ambassador for the service, with a focus on customer service and delivery while supporting the division in maintaining their Customer Service Excellence Award.
2. Communicating effectively with all stakeholders
 - Advising recruiting managers and administrating recruitment and selection activities including collating and checking job descriptions, advertisement placement.
 - Providing support and guidance to candidates.
 - Contributing to the editing of templates ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible
 - Maintaining website pages (and other sources of information including spreadsheets) to accurately reflect current activity in an engaging way
 - Effectively communicating with all stakeholders.
3. Providing support, information, and guidance to staff.
 - To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries
 - Providing guidance on relevant procedures and processes
 - Ensuring staff are aware of procedures and processes
 - Following GDPR guidance
4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes
5. Creating and maintaining accurate information on all recruitment activity that has taken place on multiple platforms

- Creating and maintaining comprehensive recruitment related records and files for future reference
 - Maintaining documentation for audit purposes and ensuring the disposal of records when appropriate to do so.
 - Providing and recording accurate information for reports as requested
 - Presenting requested data to enable analysis and interpretation
 - Contributing to the editing of templates ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible
 - Maintaining website pages (and other sources of information including spreadsheets) to accurately reflect current activity in an engaging way
6. This role does not have any budget responsibility.
 7. This role does not have any line management responsibility.
 8. This role does not have any responsibilities for equipment or premises.
 9. Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a team and use own initiative
5. Accuracy and attention to detail in work and record keeping
6. Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability to draft business like email correspondence and tailor template letters
2. Ability to use initiative to resolve queries and investigate complex issues/or escalate as appropriate.
3. Ability to be an effective communicator to a wide variety of customers
4. Ability to manage own time and organise own workload whilst under pressure
5. Experience of human resource administration
6. Experience of data entry
7. Experience of delivering exceptional customer service
8. Knowledge of some HR recruitment processes

DESIRABLE CRITERIA

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.
3. Ability to understand and interpret recruitment policies and legislation as they apply to the role.