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Advertisement

Post Title: Specialist Recruitment Manager
School/department: Human Resources
Hours: Full Time hours up to a maximum of 1 FTE / 37.5 hours
Requests for flexible working options will be considered (subject to business need).
Contract: Fixed Term for 3 years
Reference:10759
Salary: starting at £35,333 to £42,155 per annum, pro rata if part time
Placed on: 24 January 2023
Closing Date: 31 January 2023. Applications must be received by midnight of the closing date.
Expected Interview date: to be confirmed
Expected start date: May 2023

We are entering an exciting period within HR at the University of Sussex, with newly created Recruitment function, and ambitions to be sector leading in both our candidate and employee experiences. The Specialist Recruitment Manager will have specific responsibility for recruitment at University Leadership Team level, building sustainable relationships within the sector and promoting the university employment brand in order to attract leadership talent. We are looking for an evidenced track record of:

- Leading a busy recruitment team, seeking opportunities for continuous improvement and process optimisation.

- In line with the Talent Acquisition Strategy, build the university employment brand in order to attract a diverse range of candidates and optimising the candidate experience.

- Horizon scanning and building sustainable relationships within the sector in order to create a talent database for recruitment campaigns in order to help curate long-term career progression.

- Providing advice on and leading on high profile recruitment campaigns including agency/partner procurement, marketing strategy, process and internal engagement.

- Modernising and optimising current and future Recruitment processes and services to ensure an optimal employee experience and ready for migration to E-Recruitment solution.

Please contact Mhairi Campbell m.campbell@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 HR Pages

University of Sussex
Job Description – Specialist Recruitment Manager

Job Title: Specialist Recruitment Manager

Grade: Grade 7

School/Division: Human Resources

Location: Sussex House / Hybrid

Responsible to: **Senior HR Business Services and Resourcing Manager**

Direct reports: 1 X Recruitment Officer (G5), 1 Recruitment Coordinator.

Key contacts: Vice Chancellor's Office, University Leadership Team, Heads of Schools, Directors and Professional Services, Managers, HR Business Services Manager, Recruitment Manager, HR Business Partners, Payroll Manager, Reward Manager, HR Compliance Officer, Employees, Candidates, guidance or information, members of the Human Resources Leadership Team

Role description: In supporting the University's strategic and operational plans, the People Strategy and the Talent Acquisition Strategy, deliver a superlative candidate and employee experience, ensuring the effective systems and processes are in place to attract the very best talent.

The post holder will be responsible for upgrading the current recruitment processes and systems, with particular focus on Senior Recruitment (ULT level). The post holder will work collaboratively to implement the Talent Acquisition Strategy and help plan and implement the migration to an e-Recruitment system.

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality, professional Recruitment team, engendering a culture of continuous improvement.

2. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.

3. Design and implement a Senior Recruitment framework, alongside Snr Business Services & Resourcing Manager and Deputy Director of HR, which outlines processes to follow in launching and progressing senior recruitment campaigns.

4. Develop and build sustainable relationships and reputation within the Higher Education recruitment network, including Executive Search agencies in order to lead the tender processes for each campaign derive best long term ROI.

5. Establish and sustain highly effective working relationships with the University Executive Group, in order to gain trust and manage Senior Recruitment campaigns effectively planning the pipeline of activity and campaigns..

KEY RESPONSIBILITIEClient Group Support

1.1   Establish effective and productive working relationships with client group staff in order to optimise the contribution of Recruitment's role to the University. In particular, work in close partnership with the University Leadership Team and the Vice Chancellor's office to understand their current and future talent attraction challenges, objectives and associated requirements.

1.2   Ensure the effective flow of management information to and from key stakeholders, to include analysis and evaluation of such information.

2.   Policy Development

2.1   Work within function to support the design and implementation of policy and procedure to support the achievement of university objectives, including the writing and presenting of reports to the appropriate University committees.

2.2   Provide guidance and interpretation to management on the application of policy and procedures

3.   Project Work

3.1   Undertake project work, both leading and supporting, planning and implementing activities in area of expertise to support the achievement of functional objectives

4.   Problem identification and resolution

4.1   Support client group in identifying, diagnosing problems as well as providing appropriate functional expertise to support successful resolution. This will require analysis, problem identification, solution generation, decision making, planning and organising the approach, communicating the proposal, orally, in writing or both, and influencing others to engage.

4.2   Work with functional and cross functional colleagues to implement university plans and strategy

5.   Functional Team Working

5.1   Provide day-to-day leadership for the Recruitment Officer and Recruitment Coordinator including conducting annual employee appraisals to identify gaps for development and training.

6.   Recruitment

6.1   Build an in-depth knowledge of the Higher Education sector, its talent network and the drivers for mobility and advise internally on market trends in order to achieve a competitive advantage.

6.2   Advise University Leadership Team on individual recruitment campaigns, including panel constitution, selection and interview format and tender process.

6.3   Work collaboratively with Digital Communications to design Candidate Packs and

other digital assets that maximise the employer brand.

6.4   Work with the UEG to build a pipeline of recruitment opportunities to plan ahead and ensure appropriate resourcing for each campaign.

6.5   In collaboration with the Recruitment Manager, implementation of the Talent Acquisition Strategy, ensuring equality within all recruitment processes.

6.6   In collaboration with the Recruitment Manager, plan, through process mapping, and implement the new e-Recruitment system.

6.7   Interrogate current processes and systems to ensure most efficient mechanisms for recruiting and update and improve these alongside the Recruitment Manager and HR Business Services Manager through a process of constant engagement with team members.

6.8   Develop a central depository for all senior recruitment material, including Job Descriptions, Selection documentation and Interview Questionnaires.

6.9   Build relationships and consolidate all Executive Search agencies, including brokering terms and conditions to ensure best ROI.

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

- The post holder reports to the Senior HR Business Services & Resourcing Manager, working under general direction within a clear framework the post holder will manage their own work and that of their direct reports to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- 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.

- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1.   Of graduate calibre with relevant professional qualification or experience, as appropriate to the discipline (see role-specific criteria below)

2.   Highly developed oral and written communication skills with the ability to present complex and conceptual ideas in a way that can be understood by most employees.

3.   Planning and organisational skills, including project management.

4.   Highly developed interpersonal skills with the ability to effectively influence client group in area of expertise, effectively contribute to team working.

5.   Analytical skills with the ability to generate effective solutions.

6.   Effective IT Skills on MS platform. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1.   Demonstrable experience of senior recruitment within the Higher Education sector.

2.   Successful track record of upgrading recruitment processes.

3.   Experience managing multiple and diverse sets of internal and external stakeholders.

4.   Line management experience with demonstrable evidence of developing a high performance culture.

5.   Experience of critically evaluating and re-engineering recruitment systems and processes, fully exploiting technology to promote efficiency and customer service excellence