



Advertisement

Post Title: HR Recruitment Assistant Coordinator

School/department: Human Resources

Hours: Full time or part time considered up to a maximum of 36.5 hours. Requests for flexible working options will be considered (subject to business need).

Contract: Fixed term for 12 months

Reference: 7544

Salary: starting at £20,761 to £22,662 per annum, pro rata if part time

Placed on: 21 September 2022

Closing date: 05 October 2022. Applications must be received by midnight of the closing date.

Expected start date: ASAP

We have an exciting opportunity to join our HR operations team as a HR Recruitment Assistant Coordinator. The role sits within a fast paced, but supportive environment, and focuses on recruitment administration. You will be the first point of contact for both applicants and recruiting managers for queries regarding our roles.

If you are customer-focused with experience of administrative work gained within a busy and complex environment. Can prioritise and organise large volumes of data as well as use your own initiative to solve or escalate problems then we would like to hear from you.

We offer a unique opportunity to work with a friendly and committed team to provide excellent HR services to employees across the University. Please find further information about our department here: <https://www.sussex.ac.uk/humanresources/>

Please contact Emma Macfarlane e.macfarlane@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.

2. The School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/humanresources/>

3. Job Description

Job Title:	HR Recruitment Assistant Co-ordinator
Grade:	G3
School/Division:	Human Resources
Location:	Sussex House, Falmer Campus
Responsible to:	HR Business Services Recruitment Officer
Direct reports:	[n/a]
Key contacts:	HR Business Services Recruitment Officer, HR Business Service Coordinators, Applicants, Recruiting Manager's, Assistant HR Business Partner's, Compliance, HR Manager and HR Business Service Officers.

Role description:

To serve as an initial point of contact and link between applicants, staff members, and internal departments. To assist colleagues in the provision of clerical and administrative recruitment support ensuring that the processes and services for which they are responsible operate smoothly.

PRINCIPAL ACCOUNTABILITIES

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

1. As directed assist in maintaining, publishing and disseminating information and appropriate communications to ensure services and processes are understood, utilised and applied
2. To act as a point of contact for recruitment service users in the effective and efficient delivery of services.
3. Provide support to team colleagues who are required to provide quality assurance and recruitment activities including reporting on usage and uptake information.

KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and procedure, as directed assist with the planning, scheduling and delivery of activities, events and meetings including, but not limited to;
 - Handle the incoming recruitment email inboxes, dealing with all applicant and recruiting manager enquiries.
 - Prepare folders of electronic completed application forms and relevant HR forms/documents to send to the recruiting manager.

- Arrange interviews - sending invitations to applicants and keeping the recruiting manager informed and take up employment references.
 - Collation of post-interview administrative paperwork.
 - Input equalities monitoring information into database.
 - 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
 - To act as an ambassador for the service, with a focus on customer service and delivery namely Supporting the achievement of the Customer Service Excellence Award by the HR Division
2. Communicating effectively with all stakeholders
 - As directed, undertake the editing of local guidelines ensuring that content relating to own areas is clear and understandable to readers, up to date and accessible
 - Maintaining website pages (and other sources of information) to accurately reflect current activity in an engaging way
 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, referring to others as appropriate more complex issues or ones that are outside of normal practice
 - Referring staff and applicants to procedures and processes when needed
 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 activity that has taken place
 - Assisting the coordinators in the uploading adverts and helping to maintain the recruitment website.
 - Ensure comprehensive records and files for future reference are maintained
 - Providing usage and uptake reports as requested
 - Presenting data on attendance and usage in the requested format
- Support achievement of the Division's/Unit's/School'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 (see role-specific criteria below).
2. With guidance, effective 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. Flexible and adaptable, with a positive attitude.
5. Competent IT skills to effectively manage own workload – MS Suite.
6. Sound experience of handling large volumes of data within defined timescales
7. Resilience.
8. Able to demonstrate personal initiative

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good word processing, email and database skills
2. Good written and oral communication skills
3. Ability to work accurately under the pressure of regular deadlines
4. Ability to use initiative to resolve or refer problems as appropriate
5. Previous experience of general office processes

DESIRABLE CRITERIA

1. Understanding of recruitment administration
2. One years' experience working in a university or similar environment.