



Advertisement

Post Title: 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: 10758

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 Recruitment Manager will manage the Recruitment team taking a lead on revamping the processes that support the applicant and the recruiting manager to maximise efficiencies and attract the very best talent to the University. 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.
- Honing and evolving the Talent Acquisition processes and team structure in order to support the attraction the best talent to the university.
- Planning and implementation of E-Recruitment Systems, and other HR Digital solutions.

- Modernising and optimising current and future Recruitment processes and services to ensure an optimal employee experience.

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 – Recruitment Manager

Job Title:	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), 2 Recruitment Coordinators.
Key contacts:	Heads of Schools, Directors and Professional Services, Managers, HR Business Services Manager, Specialist 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 implementing the Talent Acquisition Strategy, upgrading the current recruitment processes and systems, 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. Implementation of and contribution to the Talent Acquisition Strategy, ensuring equality within all recruitment processes.
4. Plan, through process mapping, and implement the new e-Recruitment system.
5. Review current recruitment processes and procedures with a focus on candidate experience, seeking to simplify, streamline and exploit technology.
6. Establish and sustain highly effective working relationships with the HR Business Services team ensuring that all transactional and operational services are aligned to ensure optimal employee experience.

KEY RESPONSIBILITIES Client 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 managers and as part of the client group senior leadership team 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 team including conducting annual employee appraisals to identify gaps for development and training.

6. Recruitment

- 7.1 Plan and play a key role in the implementation of the e-Recruitment system, ensure accessibility of and optimal user experience for candidates and new joiners, within University Regulations and legislative compliance, including UKVI immigration compliance.
- 7.2 Manage full employee recruitment cycle, ensuring consistency and equality is practiced throughout including; advertisements, applications, selection and interview processes.
- 7.3 Interrogate current processes and systems to ensure most efficient mechanisms for

recruiting and update and improve these alongside the HR Business Services Manager through a process of constant engagement with team members.

- 7.4 Develop a central depository for all recruitment material, to be accessible to recruitment managers in the interests of consistency in process and practice. Post holder will have control of and visibility of all Job Descriptions, Interview Questionnaires and Selection Matrices, in order to validate processes and guide decision-making.
- 7.5 Coordinate and consolidate all external recruitment partners and agencies, including brokering terms and conditions to ensure best ROI.
- 7.6 Manage and coordinate the Recruitment authorisation process, involving online Recruitment tracking (RTF Tracker), and ensure appropriate authorisation on a weekly basis.
- 7.7 Work with OD to ensure material for manager training is up-to-date and enable tracking of completion rates in line with the 'Inclusive Sussex' strategic objectives.
- 7.8 In conjunction with OD and HR Business Services Manager, update/implement onboarding process, with defined stakeholders, areas of responsibility and accessible flowchart.

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

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 managing a candidate-focused, Recruitment team within a complex organisation.
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