
University of Sunderland

Role Profile

Part 1

lifechanging



**University of
Sunderland**

Recruitment Administrator

Job Title:	Recruitment Administrator
Reference No:	
Reports to:	HR Business Partner
Grade:	B
Working Hours:	18.5 hours per week
Faculty/Service:	Human Resources
Location:	Edinburgh Building
Main Purpose of Role:	Working in collaboration with the HR Assistant and take responsibility for providing a robust and efficient Recruitment administrative support in the delivery of key Recruitment administration services.

Key Responsibilities and Accountabilities:

- Coordinate the recruitment process via the e-recruitment system, liaising with stakeholders on authorisation requests, advertising of roles, etc.
- First point of contact for managers/ stakeholders on recruitment administration queries
- Support the setting up of users for the e-recruitment system and assigning appropriate roles and access when required
- Support in amending panel members and chairs when required
- To provide support to the HR Assistant team with regards to the E-Recruitment system, maintain accurate information, confirm shortlisting, finish jobs, add redeployment candidates, as appropriate
- Daily coordination of the Employee Recruitment inbox and supporting with other central HR inbox queries.
- Supporting in updating handovers and other documentation in relation to recruitment and selection, ensuring consistent, timely and accurate data input
- Advertising on external job boards when required (such as jobs.ac.uk or Indeed)
- Assist the HR Business Partnering team with relevant administration duties as required including notetaking, room bookings, diary management etc.
- Any other relevant duties and responsibilities that fall within the remit and grade of this post

**Special
Circumstances:**

Supporting with interview admin duties (only when required)



Part 2A: Essential and Desirable Criteria

	Essential Qualifications: <ul style="list-style-type: none">• GCSE Grade C / Level 4 or above (or equivalent) in both Maths and English
	Knowledge and Experience: <ul style="list-style-type: none">• Experience of working within an Admin service or in a recruitment centred role, either within an inhouse function or recruitment agency.• Significant experience of delivering a high-quality customer service to both internal and external customers and stakeholders.• Experience of using IT (including HR/recruitment) systems and comprehensive knowledge of Microsoft Office• Ability to use initiative and work independently when required, with effective team working skills and ability to work collaboratively on key tasks.• Excellent organisational skills and a high level of attention to detail and accuracy.• Experience of working in a busy team and working to deadlines.
	Desirable Qualifications: <ul style="list-style-type: none">• Assoc CIPD
	Knowledge and Experience: <ul style="list-style-type: none">• Experience of working in a Human Resources department.• Experience within an inhouse function or recruitment agency.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage	COMMUNICATION Oral Communication Routinely explains more complicated non-routine matters/policies/procedures clearly by explaining technical/specialist terms commonly used in own area of work. Adapts the style of communication to the audience and ensures understanding.
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Written and electronic communication

Routinely required to understand, use and interpret technical/specialist terms commonly in use in own area of work and explain complicated non-routine matters/policies/procedures clearly through a range of appropriate methods and with consideration to the audience.

SERVICE DELIVERY

Has accurate and up to date knowledge of services available in own and related areas of work. Promptly deals with customers asking for service or requiring information, correctly referring them elsewhere if necessary. Provides customer care to an agreed standard ensuring that the experience of each customer is positive and satisfactory.

TEAMWORK AND MOTIVATION

Works as a proactive and collaborative member of a team, e.g. provides support and encouragement to less experienced team members, sets an example and shows a flexible approach to delivering team results.

DECISION-MAKING PROCESSES AND OUTCOMES

Independently makes decisions which are low risk and that mainly affect themselves or a small number of people and are guided by regulation and practice. Makes collaborative decisions with line management or others on operational processes such as how to perform a task. Guides others by presenting options and choices to inform their decision making.

PLANNING AND ORGANISING RESOURCES

Suggests ways of improving working practice and use of resources. Creates realistic plans to effectively manage own workload, prioritising work to meet personal and team objectives.

Date Completed:

Sept 2022