

Recruiter

Basic information

Band: E

Job family: Organisation Development

Terms: Permanent

Location: Cheltenham

Reports to: Senior Recruiter

Team: Organisation Development

Business unit: Finance and Corporate Services



Role purpose:

To be responsible for attracting and sourcing candidates for UCAS vacancies, while educating our managers on best practice recruitment campaigns and selection processes. You will provide a high level of service to prospective candidates both internally and externally, and will develop, manage, and deliver a best in class recruitment process, providing quality candidates for our vacancies.

Key duties and responsibilities:

- Attract talented individuals to UCAS through direct recruitment, establishing and utilising networks, advertising channels, and other media, delivering a professional end-to-end resourcing service.
- Track candidate applications, upload vacancies, arrange interview schedules, and prepare/deliver assessment materials as required.
- Responsible for the candidate and internal customer experience.
- Work with line managers to agree resourcing processes and timelines, and ensure all documentation is aligned to the requirements of each post.
- Manage the interview and assessment process by liaising with managers and providing feedback to candidates, as well as initiating pre-employment checks and maintaining a presence on selected interview panels when required.
- Manage direct recruitment campaigns, utilising the preferred channels of advertising and the proactive candidate search.
- Manage the annual temporary worker resource supply, in line with specific deadlines in UCAS' calendar.

- Responsible for the careers mailbox, ensuring all incoming requests are responded to effectively and at a high level of service.
- Protect UCAS from employee-related risks, and ensure UCAS is fully compliant with employment law and uses best practice approaches to recruitment.
- Monitor and maintain a variety of spreadsheets, ensuring all details are correct for reporting purposes.
- Work with the wider Organisation Development (OD) Team to ensure paperwork relating to offers, interviews notes, and personal details are accounted for, signed, and completed in a timely manner.
- Meet and greet all candidates attending an interview, and collate and file the necessary candidate paperwork and 'Right to Work' documentation.
- Monitor and attend suitable recruitment events and control the annual events calendar, in line with the annual recruitment plans.

Accountabilities:

- To send and receive contractor contracts, monitoring end dates, and highlighting extension reviews to line managers.
- Management of LinkedIn recruiter seat, including UCAS' careers page, job alerts, candidate search, in-mail activity etc. (UCAS will provide a LinkedIn Recruiter license).
- Regular salary benchmarking to ensure UCAS is competitive in the local recruiting market.
- Build and maintain strong relationships with hiring managers, HR business partners, business managers, and personal assistants to ensure a streamlined recruitment process across all assigned business units.
- Up-to-date knowledge of employment legislation, specifically relating to recruitment selection practice.

Customers

Internal: Line managers across all business units, employees, and senior management.

External: Third party suppliers, recruitment agencies, advertising companies, events coordinators, etc.

Person specification:

- Working experience as a recruiter/recruitment resource or assistant is essential.
- Experience using LinkedIn for advertising/building candidate pools is essential.
- Proficient user of Microsoft Office applications, with experience specifically in using Word, Outlook (including diary management), and Excel for reporting activities.
- Ability to work on own initiative and confident to work independently, as well as part of a team.
- Excellent verbal and written communication skills.
- Ability to prioritise and manage fluctuating workloads to meet demands.
- Demonstrable experience of providing an exceptional customer experience to both internal and external customers.
- Ability to build and maintain strong relationships, and adapt your approach to suit a variety of characters at all levels, from executive to new managers.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

Our values in action

Customer – We always look through the customer lens. The logic of the customer is the logic of UCAS.

Commitment – When we commit, we deliver on time, quality, and budget, or we negotiate changed commitments for good reason. We never leave commitments uncovered.

Team – We work collaboratively. When we commit, we commit as an individual and as a team. We strive for and support team success as well as individual success.

Outcomes – We plan and do things to achieve outcomes. We define them, aspire to them, and deliver them.

Agility – We know we need to be agile when we look through the customer lens, when we make commitments, when we work in teams, and strive for the right outcomes.

Extraordinary – We are ambitious for our customers, for UCAS, and for our teams. We want more than ordinary outcomes – we strive to achieve extraordinary outcomes, extraordinary customer focus, and an extraordinary culture of high performance and quality of focus.