

Company: Global University Systems
Department: Human Resources (College Group)
Role: Recruitment Manager
Reporting to: HR Business Partner
Direct reports: Recruitment Coordinator
Location: London
Salary: Competitive

Role Summary

Working with the HR Business Partners to support Departmental Managers across the group, you will hold a strong understanding of individual departments and wider business objectives to be able to support the end-to-end recruitment management within the College Division.

You will also be responsible for utilising social media as a candidate attraction and resourcing tool, as well as to build brand awareness in liaison with the Internal Communications Team

You will identify and source new and existing talent, deliver exceptional levels of service to internal and external Stakeholders in all recruitment related matters from vacancy request to on-boarding, and continuously strive to improve quality of hire, reduce cost per hire, and increase staff retention, by contributing to a positive employee onboarding experience.

You will also support the development and delivery of strategies to ensure the respective entities are the employer of choice within the education industry to attract the right caliber of candidates.

Key Activities & Responsibilities

Resourcing and Recruitment

- Actively source and recruit suitable candidates up to Senior Level for UK and International vacancies which arise across the Group – College Division
- Ensure all vacancies are filled within agreed timescales/SLA, to the highest quality ensuring all budget holder approvals are secured
- Support hiring Managers in making the right resource choices to fill needs (e.g. permanent staff, fixed/short-term contract, Hourly Paid Lecturers (HPLs), Casual Workers, Interim appointment and experienced hires etc.)
- Generate strong advertisement specific to each role stating the core requirements of the role to attract the right candidate pool. • Continuously strive to ensure cost effective recruitment through direct sourcing, and maintaining a 20% average weekly allocation for headhunting purposes
- Create competitive and attractive job advertisements (in liaison with the Hiring Managers) and assess response, continuously considering and implementing improvements
- Continuously seek and implement new resourcing techniques and recommend new sources for required and diverse talent
- Act as main point of contact for candidates throughout the resourcing and selection process
- Take lead on all internships and work experience matters within the College Divisions

- Build and maintain accessible talent pipeline through an established candidate database for business-critical roles across the Group
- Produce weekly recruitment data and report to the HR Business Partner and Senior Management Teams

Assessment and Selection

- Develop and deliver assessment and selection processes that enable the Company to make informed choices and hiring decisions, based on in depth and accurate insights about a candidate's strengths and areas for development
- Develop and deliver interviews and assessments that are fair, take into account equal opportunities and meet standards for diversity and fair access of opportunities for all
- In collaboration with the Group Recruitment Team, continuously review the Company's Recruitment Policy, Processes & SLA's and ensure all Managers hold a solid understanding of such
- Ensure all vacancies are advertised in line with Company processes; and the full interview and assessment process is undertaken in all circumstances
- Ensure all pre-interview screening checks are undertaken prior to interviews taking place with hiring Managers
- Work with the HR team to ensure internal transfers take place effectively, and in accordance with internal procedures
- To facilitate quarterly Recruitment Training session in line with 'safer recruitment' guidelines and best practices (inc. RTW checks)
- Will act as a key stakeholder in operationalizing new partnerships
- Responsible for collating and presenting recruitment data and activity at Senior Management Meetings

Communication and Liaison

- Maintain strong working relationships with key external providers including job advertising boards and recruitment agencies when required
- Build strong working relationships with key hiring Managers and stakeholders
- Provide professional support and advice on all resourcing and recruitment related activities, including advising Managers on best practice recruitment and selection
- Offer a thorough, specialist and professional service to hiring Managers in all aspects of recruitment process
- Ensure vacancy list and candidate trackers are kept up to date on a weekly basis
- Ensuring relevant authorisation processes are followed
- Ensuring hiring Managers complete all Recruitment documentation (e.g. Contract Creation Forms and Hiring Request Forms) accurately
- Ensure Interview notes and assessments are typed up within 48hours and saved to the applicants Recruitment File
- Ensure the Company Website and SharePoint is kept up to date with relevant current vacancies and information
- Ensure all external/internal advertisements are in line with standard template

- Where the use of an External Recruitment Agency is required, ensure the appropriate process is adhered to in relation to Contract details / Terms & Conditions of use.
- Ensure all candidate activity is kept up to date via the Application Tracking Systems (ATS).
- Ensure in depth candidate feedback is given at all stages and for all outcomes of the recruitment process
- Ensure all successful applicants Recruitment documentation and compliance is fully intact (including but not limited to applications, RTW checks, interview notes, candidate CV's, offer letters and references and PREVENT certification) is saved to their personnel file, prior to their employment start date

Continuous Improvement and Innovation

- Actively keep up to date with market trends related to recruitment and employment as well as competitor activity and trends
- Keep up to date with Employment Law and legislation in relation to recruitment and selection
- Actively promote positive atmosphere within the business

General Duties

- To perform such duties consistent with your role as these may from time to time be assigned to you anywhere within the College Division.
- To Adhere to all colleague policies and procedures, including Equality and Diversity and Health & Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not relates to unauthorised persons.
- To work in accordance with the Colleges' Equal Opportunities Policy and to promote equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the College's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organizational effectiveness
- Demonstrate excellent Customer Services in dealing with all customers.

Requirements for the role

Qualifications/Education

- Educated to degree level or equivalent

Knowledge & Skills

- Proficient in Word, Power Point, and Excel including formulas



- Knowledge of the recruitment industry and employment market
- Building close working relationships with internal and external stakeholders at all levels
- Confident, adaptable and approachable
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Excellent time and self-management

Experience

- Working within agency /or in-house recruitment
- Experience of running an assessment centre
- Experience of running regular recruitment fairs • Managing high volume vacancy environment
- Full end -to-end recruitment process from establishing hiring need to offer
- Range of approaches to resource talent including (but not limited to) headhunting, CV database, advert responses, networking, referrals etc.
- Utilising social media as a resourcing and candidate attraction tool
- Previous experience sourcing and managing recruitment campaigns both nationally and internationally

manager.

There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, health and safety and safeguarding policies.

There will be an occasional need to undertake business travel between other sites within London and across the UK.