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**Job title:** HR Assistant (Recruitment)

**Reporting to:** HR Advisor (Operations)

**Post number:**

**Department:** Human Resources

**Location:** Mithras House, Moulsecoomb

**Grade:** 4

**Purpose of the role**

* The post holder is responsible for the day-to-day delivery of a recruitment service for the university. The post holder will also help to ensure a smooth induction and on boarding process for new employees.
* This key team manages all the recruitment for the University – both for professional services and academic departments. It also advises on immigration and right to work in the UK and is responsible for preparing contractual information and onboarding new staff. The University has circa 2100 contracted staff
* The Recruitment team sits within one of three in HR Operations: Recruitment & Orientation; HR Support and HR Systems and Information.

**Line management responsibility for:** not applicable

**Main areas of responsibility:**

* + To act as a first point of contact for recruitment queries and to provide proactive advice and support to Heads of Department & managers on all aspects of the recruitment, selection, and induction processes, including immigration queries.
  + To work with recruiting managers to ensure that all recruitment vacancies are advertised creatively and accurately and are effectively managed through the online recruitment process.
  + To work with the HR Advisor and HR Co-ordinator to maximise the use of Stonefish (the university’s online recruitment system) through engaging with recruiting managers and colleagues.
  + To ensure that all necessary employment checks have been completed on prospective employees (eligibility to work in the UK, medical questionnaire, references, DBS (Disclosure & Barring Service) – if necessary).
  + To work proactively with the HR Advisor and HR Co-ordinator to ensure that relevant information and processes are effective, user friendly and helpful – whether for managers or members of staff and help to ensure information is effectively communicated on the university’s intranet (Staff Central) and on the university’s website.
  + To ensure that all new starters are uploaded on the HR and Payroll database, Resource link on a timely basis and that records are complete, up to date and compliant.
  + To make sure that supporting employment contractual documentation is prepared promptly and accurately and ensure a smooth on boarding process for new employees.
  + To ensure relocation allowances are processed promptly and accurately.
  + To contribute proactively to a range of projects within HR Operations with a particular emphasis on improving relevant processes, procedures, and information within HR and on the intranet (Staff Central).
  + To communicate proactively with, and provide support to, colleagues across HR Operations to ensure the team provides a seamless service to the university.
  + To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser graded post.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018.

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| --- | --- | --- |
| **Essential criteria** |  | **A, I, E** |
| **Knowledge, skills and abilities** | * The ability to deliver a high-quality recruitment service across the university * A broad understanding of employment law and good practice in relation to the recruitment and selection of staff. * The ability to plan and organise a busy workload * The ability to use an online recruitment system * Ability to maintain confidentiality * The ability to work with a high level of accuracy and pay close attention to detail. * The ability to write clearly, creatively, and grammatically * Interpersonal skills to be able to liaise with staff members across the university * The ability to work independently and collaboratively as a member of the HR team * Proficiency with the Microsoft suite of packages (Word, Excel, Outlook, PowerPoint) | **A, I**  **A, I**  **A, I**  **A**  **I**  **A, E**  **A, E**  **I**  **A, I**  **I**  **A** |
| **Qualifications** | * Willingness to work towards level 3 CIPD * Literacy and numeracy Level 2 | **A, I**  **A** |
| **Experience** | * Previous experience in a busy HR environment which has included recruitment & selection * Experience of using an HR and Payroll database * Experience of working in an administrative role | **A, I**  **A, I**  **A** |
| **Managing people** | No line management responsibilities |  |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holiday, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part-time for example), and further information can be found on the ‘Balancing Working Life’ section here [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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|  | **Basic entitlement per year/per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic departments (schools and colleges)](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx" \o "Academic departments)
* Read the University’s [2019 -2025 Strategy](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

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