

Job Description

Role Title:	Recruitment Team Lead
School / Dept:	HR
Reference:	MPF4249
Grade:	Grade
Full or Part time:	Full Time
Hours:	36.25 hours
Reports to:	Recruitment Manager
Responsible for:	Recruitment Team

Overview

To provide operational leadership and specialist support to the Recruitment Team, ensuring the effective delivery of recruitment processes across the University. The postholder will supervise the day-to-day work of Recruitment Consultants, monitor recruitment activity, maintain quality and compliance standards, and support the continuous improvement of recruitment processes and systems.

The role acts as a key point of expertise within the Recruitment Team, ensuring recruitment activity is undertaken efficiently, accurately, and in accordance with University policies, employment legislation, UKVI requirements, and equality, diversity and inclusion principles.

Principal Duties & Responsibilities

Team Leadership and Service Delivery

- Supervise and coordinate the day-to-day activities of the Recruitment Consultants, ensuring workloads are effectively managed and service standards are maintained.
- Provide advice and guidance on recruitment processes, policies and operational issues, resolving routine and complex queries.
- Lead regular Recruitment meetings to monitor vacancy progress, candidate pipelines and recruitment timescales, identifying and escalating issues where required.
- Act as a first point of escalation for recruitment-related matters, providing coaching and support to team members to ensure a consistent and high-quality service.
- Support the Recruitment Manager in implementing changes to processes, systems and working practices.
- Undertake Recruitment Activity as required.
- Monitor key recruitment performance indicators, including time to hire, vacancy completion rates, candidate experience measures and compliance metrics, identifying trends and implementing corrective actions where required.
- Produce and present management information and reports to support operational decision-making and service improvement.

Recruitment Quality Assurance

- Review and quality assure employment contracts and contractual documentation prior to issue.
- Oversee the preparation and use of accessible job descriptions and associated recruitment documentation.
- Liaise with colleagues in the Reward Team regarding job description requirements, formatting and job evaluation matters where appropriate.

Recruitment Systems and Administration

- Oversee the management of application questions within Oracle Recruitment.
- Support recruiters in developing effective application and assessment questions.
- Maintain the application question bank, ensuring appropriate version control and reference numbering.
- Promote the effective use of recruitment systems and processes across the team.
- Identify opportunities to improve recruitment administration, workflow management and service efficiency.
- Contribute to the continuous improvement of recruitment services by identifying opportunities for process enhancement, sharing best practice and supporting the implementation of service improvements.

Compliance, Audit and Governance

- Undertake regular recruitment compliance and quality assurance audits, ensuring adherence to University policies and procedures.

- Monitor recruitment advertising activity to ensure vacancies are advertised through appropriate channels and in line with agreed requirements.
- Conduct spot checks of recruitment advertisements to ensure accuracy of information, accessibility requirements and functionality of supporting links.
- Ensure academic vacancies include approved qualification criteria or documented exceptions where appropriate.
- Complete candidate file audits to confirm the presence of all required documentation.
- Monitor compliance with employment legislation, UKVI requirements and internal recruitment controls.

Equality, Diversity and Inclusion

- Promote inclusive recruitment practices and support the University's commitment as a Disability Confident employer.
- Provide guidance on fair and effective shortlisting processes.
- Support managers and colleagues in addressing complex or sensitive recruitment situations requiring specialist advice.

Guidance, Training and Continuous Improvement

- Develop, maintain and review recruitment guidance, standard operating procedures and supporting documentation.
- Deliver training and knowledge-sharing sessions to members of the Recruitment Team where required.
- Contribute to the continuous improvement of recruitment services by identifying areas for improvement, recommending practical solutions and supporting change initiatives to enhance service quality, operational effectiveness and stakeholder satisfaction.

Generic Duties

- Demonstrate behaviours consistent with the University's values.
- Comply with relevant University policies and procedures.
- Take reasonable care for their own health and safety and that of others.
- Support the University's commitment to equity, diversity, inclusion and wellbeing.
- Undertake any other duties commensurate with the grade of the post as reasonably required.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Educated to degree level or equivalent professional experience.
(E)
2. Evidence of continuing professional development relevant to recruitment, HR or people management.
(E)

Knowledge and Experience

3. Significant experience of working within an in house recruitment environment.
(E)
4. Experience of supervising, coordinating or leading recruitment teams and operational activity.
(E)
5. Experience of interpreting and applying recruitment policies, procedures and employment legislation.
(E)
6. Experience of quality assurance, compliance monitoring or audit activity.
(E)
7. Experience of using HR and recruitment management systems.
(E)
8. Experience of producing guidance documents, training materials or procedural documentation.
(E)
9. Understanding of equality, diversity and inclusion principles within recruitment.
(E)
10. Experience of analysing recruitment performance data and producing management information reports.
(D)

Skills and Competencies

11. Strong organisational and workload management skills.
(E)
12. Excellent communication and interpersonal skills.
(E)
13. Ability to analyse information and identify risks, issues and solutions.
(E)

14. Ability to provide advice, guidance and training to colleagues and stakeholders.
(E)
15. High attention to detail and commitment to accuracy.
(E)
16. Strong customer service focus and ability to manage competing priorities.
(E)
17. Proficient in Microsoft Office applications and recruitment systems.(E)