

## Job Description

Staffordshire University Services Ltd

### General Details

Job title:	Recruitment and HR Administration Team Leader
School/Service:	Human Resources and Organisational Development
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours per week
Grade/Salary:	Grade 6
Date Prepared:	June 2020

### Job Purpose

- To be responsible for the effective functioning of the recruitment and HR administration processes throughout the employee lifecycle, ensuring a legally compliant and digitally led service is provided with a right first-time approach.
- To lead and manage the HR Administration team, ensuring the provision of a professional and consistent service to Academic Schools, Services and external customers.

### Relationships

Reporting to:	Payroll Manager
Responsible for:	HR Administration Staff
Key Relationships:	HR Business Partners; HR and Recruitment Advisors; Senior Business Intelligence Analyst (HR), Payroll, Digital Services; managers in Schools and Services.

### Main Activities

- To support the implementation of new and emerging employment legislation and associated codes of practice into recruitment and HR administration processes, particularly around UK Visas and Immigration Regulations (Tiers 1, 2, 3 and 5; sponsorship; visitor rules; right to work check procedures) and the Disclosure and Barring Service regulations.
- To provide professional advice and guidance to managers and staff on the interpretation of policy, recruitment process, and terms & conditions of employment, identifying new and innovative recruitment approaches that meet the needs of the University to ensure recruitment of the best candidates.
- To support the development and delivery of line management training to University staff in recruitment processes and compliance. Compile and update online training materials and presentations for inclusion in the HR Connected Toolkit.

- To provide support and guidance to the wider HR&OD team in dealing with compliance around recruitment and pre-employment checks including applications for Certificates of Sponsorship and completion of DBS forms. Work with the HRBP's on conducting regular audits to ensure consistent accuracy of employee data.
- To be responsible for the continuous review, process improvement and system developments across the employee lifecycle, with particular focus on the University's recruitment processes and procedures.
- To maximise the use of the University's integrated HR and payroll and e-recruitment systems for improved efficiency ensuring professional and consistent HR processes are embedded across the employee lifecycle, which are digitised, streamlined and accessible.
- To be responsible for the management and maintenance of the University's onboarding programme, ensuring that relevant and up-to-date information, processes and procedures are managed and maintained to provide appropriate support to new members of staff.
- To be responsible for overseeing and managing the University's online mandatory training programme ensuring that the content is updated and maintained, training is delivered on an annual cycle, monitoring and reporting on completion rates.
- To lead and motivate staff within the team, ensuring behaviours and attitudes reflect appropriate professional standards and the University's values, and to appraise performance in accordance with approved policies and procedures.
- To work collaboratively with colleagues across the HR&OD function to develop current systems and processes and ensure the delivery of a professional HR&OD service.
- Support the delivery of Corporate projects and activities across the University, either taking the lead or acting as a member of a multi-functional team.
- Carry out such duties as may be required and are commensurate with the grade of the post.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake other such responsibilities as may reasonably be required

### Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

### Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by

Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited (SUS Ltd) is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Services Limited (SUS Ltd) Pension Scheme

### **Application Procedure**

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.