

# HR and Recruitment Administrator

## Basic information

**Scale:** 1

**Job family:** Business Services

**Terms:** Fixed Term

**Location:** Cheltenham

**Reports to:** Talent Acquisition and Development Manager

**Direct Reports:** Y N/A

**Team:** HR

**Business unit:** CEO

**Date reviewed:** September 2020



## Job purpose:

The HR and Recruitment Administrator plays a key part in the smooth operation of the HR Team. Acting as the first point of contact for employees, the post holder will deliver first class customer service and responsive administration services across the on-boarding of new employees.

## Key accountabilities:

- To support the Recruiter by owning the administrative actions associated with the whole recruitment process, including:
  - Collating documentation and approvals to advertise new roles
  - Advertising new roles on all relevant channels
  - Downloading and filing all CVs submitted through our website, UCAS.com
  - Setting up interviews with line managers and sending invites to candidates
  - Maintaining the recruitment tracker to ensure accurate data collation
- Liaise with managers, advertising partners, recruitment agencies, candidates, and new starters
- To support the HR Co-ordinator with administrative tasks, especially but not limited to new starters, ensuring a seamless and positive on-boarding experience
- Provide general administrative support, as required, to the HR team

## Skills, qualifications, and experience:

- Previous experience in an HR/Recruitment administrative role is essential
- Good written and verbal communication skills
- Problem solver
- Use of initiative and curious
- Ability to build effective working relationships
- This role requires dealing with a large workload with attention to detail to ensure all procedures/ processes are adhered to

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-focused** – We understand what our customers want, and we act on their changing needs.

**Collaborative** – We collectively create an engaging and positive work environment.

**Accountable** – We take ownership of our individual and organisational performance.

**Service excellence** – We realise, grow, and maximise our potential.

**Trusted** – Individuals are trusted to make informed decisions and take appropriate risks.