

|  |
| --- |
| **Job Description & Person Specification** |
| **Post title:** Unitemps Internal Recruitment Consultant | **Post No:** 012520 |
| **School or Department:** Employability | **Date created:** June 2023 |
| **Grade:** F | **Hours per week:** 37 |
| **Fixed term end date** (if applicable)**: October 2025** |
| **Other requirements of the role:**  |
| **Immediate line manager:** Unitemps and JobShop Manager & Internal Opportunities Manager |
| **Title & Grade of posts line managed by postholder:** N/A |

**Job purpose:**

This post is to work within the Unitemps internal recruitment team, reporting to the Unitemps and JobShop Manager andthe Internal Opportunities Manager. The role will involve the full spectrum of temporary recruitment for University departments and associated companies. The role will also assist with the marketing, reporting, compliance and promotion of the Jobshop/Unitemps service across the University.

This is a key role providing specialist support across the Unitemps and JobShop service, requiring the ability to work largely independently, often on own initiative, juggling multiple tasks and working to tight time pressure. The post-holder must represent the University in a highly professional manner at all times.

**Principal duties and responsibilities:** The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder’s line manager:

1. Provide an end to end recruitment service, proactively handling temporary assignments, management of individual as well as volume requirements to ensure all positions are filled appropriately, identifying the appropriate candidates for the positions available whilst managing expectations will all parties. Evaluation and discussion of recruitment needs with clients across the university and externally.
2. Lead on providing key specialist advice and guidance to students to motivate and change behaviour covering a range of recruitment focused areas; interview preparation, cv writing, temporary employment, job applications, adapting to the working environment and the JobShop/Unitemps process.
3. Take a consultative approach to working with hiring managers on their Unitemps and early careers hiring needs. Proactively develop new business for the Unitemps service using influencing and persuasion through telesales, marketing and attending events within the university and externally and proactively maintain relationships that are built.
4. Handling performance and attendance related issues amongst casual staff.
5. To lead on administrative tasks for the team utilising the specialist recruitment software packages to support the smooth and compliant running of services.
6. To lead on compliance with all relevant right to work legislation and other team compliance requirements.
7. Promotion of the services we offer from the student facing front of house across NTU sites when required and organisation and coordination of Jobshop at Open days and Induction events to promote the JobShop service to UK and International students.
8. Preparation and involvement in the creation of marketing material and e-shot and mail shot material for both clients and candidates.
9. Contribute and evaluate continuous analysis of our services to ensure success of JobShop/Unitemps, incorporating evaluation of marketing activities, service provided, feedback from both clients and students and further avenues for expansion.
10. To lead on ensuring that the students and external clients are aware of and are put in contact with other services offered by the Employability team.
11. Ad hoc projects and tasks as directed by the Unitemps and JobShop Manager and the Internal Opportunities Manager.

**N.B.** The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

|  |
| --- |
| **Personal Attributes** |
| **Attributes**  | **Essential** | **Desirable**  |
| **Knowledge** | Sound and demonstrable knowledge of the recruitment sectorDemonstrable interest within employability | An understanding of the complexities of employment legislation would be beneficial.Knowledge of right to work legislation and requirements |
| **Skills** | Well-developed verbal and written communication skills.Hold strong interpersonal skills, confidence and be approachableThe ability to deal effectively at all levels up to and including Senior academics and administrative staff.High level of computer literacy. Knowledge of Windows applications is essential. Ability to work to your own initiative and to work as a team with the Jobshop team and wider Employability team. Ability to prioritise workload, meet tight deadlines and juggle multiple tasks effectively. Ability to work to strict compliance guidelinesHigh level of attention to detail | Previous use of Recruitment software or CRM system is desirable but not essential. |
| **Experience** | Experience of working in a recruitment or student facing role.  | Experience of working within the recruitment sector Experience working within Higher EducationExperience within coaching and guidance |
| **Qualifications** | Good general standard of education ( ideally to A-Level/Btec or beyond) or similar. |  |

|  |
| --- |
| **Competencies** |
| **Essential Competencies** | **Desirable Competencies** |
| **Team Working (Level 2)**Contributes to team development, seeking and testing improvements to the team’s outputs/service**Customer Focus (Level 2)**Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction**Organisation and Delivery (Level 2)**Plans time taking account of organisational priorities and other colleagues’ work roles to achieve results**Communicating and Infuencing (Level 2)**Communicates information effectively to a wide range of diverse stakeholders, influencing events**Adaptability (Level 1)**Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work. |  |

**[N.B** All competencies should be drawn from the NTU Competency Frameworkwhich can be found here]

**Job Description and Person Specification created by (post title): Unitemps and JobShop Manager**