University of Northampton

Talent Acquisition Assistant

Job Description

Job Title: Talent Acquisition Assistant
Grade: 5
Responsible to: Head of Talent Acquisition

Overall Purpose

Reporting to the Head of Talent Acquisition, this post is operationally responsible for supporting the whole talent acquisition administration process from end to end (candidate attraction to completion of induction). The post holder will help ensure that UON candidates have a great experience and are handled with dignity and speed, and that recruiting mangers are provided with sufficient volume and calibre of candidates for all open positions.

The post holder will ensure the timely gathering of recruitment data to guide and inform future talent acquisition strategies and plans.

Principal Duties and Responsibilities

- Refreshing content on the UON recruitment website, following discussions with talent acquisition colleagues, to ensure that UON is always positioned as an attractive employer in all of its job markets
- Regularly auditing job descriptions to ensure that they confirm to UON best practice as determined by the Head of Talent Acquisition
- Posting all UON roles onto relevant recruitment channels, based on the advice supplied by talent acquisition colleagues, or based on the job-holder's own view – once ratified by colleagues
- Regularly checking the quality and volume of applicants, by role, and regularly updating talent acquisition colleagues and the recruiting manager
- Booking candidates in to attend UON assessments
- Confirming verbal offers with candidates and generating contracts of employment and commissioning recruitment checks
- Ensuring that candidates are correctly set up on UON systems, ready for their commencement of employment
- Ensuring that candidates' inductions are going well, including completing mandatory training, by checking in regularly. Reporting any concerns upwards
- Pulling together all recruitment data e.g. time to recruit, cost of recruitment, equality impact.

Generic Duties and Responsibilities

- Keeping the recruitment parts of the UON website up to date: suggesting content to really sell UON as a great place to work. Ditto with other UON-owned recruitment media channels
- Suggesting how the UON vacancy authorisation processes can be as informative but as streamlined as possible for UON managers
- Building and maintaining control of a library of all UON job descriptions and person specifications
- Posting all UON jobs via relevant candidate attraction channels and closely monitoring the quality

and volume of applications. Referring concerns upwards so that corrective action can be taken
- Supporting managers with shortlisting and spot-checking to ensure recruitment practices are correctly implemented and there is no sense of bias at play
- Booking in candidates to UON interviews and supporting with any pre-interview instructions e.g. presentation topics, etc.
- Generating contracts of employment and other due diligence checks, summarising the results for the recruiting manager
- Diplomatically managing communication channels with unsuccessful candidates
- Responsible for all UON onboarding and employee set up (including with systems privileges, induction / mandatory training requirements) processes
- Liaising with Payroll to ensure that employees are paid appropriately and to agreed deadlines
- Checking in with the new starters regularly, up to probation – including completion of mandatory training, to ensure that their start with UON is a good one. Referring any concerns upwards
- Producing recruitment data, as instructed, and summarising the intelligence it appears to be giving us
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Head of Talent Acquisition
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the postholder.

Person Specification

	Criteria	Essential / Desirable	Assessment Methods
Qualifications			
1	CIPD Level 3, or other related HR / recruitment qualification, or relevant experience	Essential	Application
2	Evidence and commitment to continuing professional development	Essential	Application
Skills, Knowledge and Experience			
3	An appreciation of the work of a recruitment and / or a HR team and has the ability to work with confidential information	Essential	Application Interview Presentation
4	Understands the importance of delivering a swift and accurate administration service to both UON managers and candidates	Essential	Application Interview
5	Analytical and decision-making skills – exploring, evaluating and interpreting information and ability to take decisions and make recommendations based on an analysis of options	Essential	Application Interview
6	Ability to think conceptually and communicate concepts effectively	Essential	Application Interview
7	Excellent organisational and prioritising skills; ability to work under pressure and meet deadlines	Essential	Application Interview
8	Excellent interpersonal skills being able to form positive working relationships at all levels	Essential	Application Interview
9	Persuasion and influencing skills – ability to present ideas and proposals effectively	Essential	Application Interview
10	Ability to communicate effectively, in writing and verbally, on a one-to-one basis	Essential	Application Interview
11	Proven administration experience, including databases and the full Microsoft suite	Essential	Application Interview
Personal Qualities			
12	Ability to adapt to organisational change	Essential	Application Interview
13	Ability to adapt to technological advances in the workplace	Essential	Application Interview

14	Achievement focused	Essential	Application Interview
15	Team worker	Essential	Application Interview
16	Flexible attitude to work	Essential	Application Interview
17	Diplomacy	Essential	Application Interview
18	Professional manner at all times	Essential	Application Interview