



## Candidate Information

<b>Position:</b>	Internal Recruiter
<b>School/Department:</b>	People and Culture
<b>Reference:</b>	21/108715
<b>Closing Date:</b>	Monday 29 March 2021
<b>Salary:</b>	£28,331 - £32,817 per annum
<b>Anticipated Interview Date:</b>	Weeks commencing Monday 12 and Monday 19 April 2021
<b>Duration:</b>	Available until 31 December 2021

### JOB PURPOSE:

The post holder will be responsible for attracting the best Academic and Professional talent to enable the University' to meet its strategic and operational targets.

### MAJOR DUTIES:

1. Partnering with internal managers and leaders to understand their talent needs and develop comprehensive talent acquisition strategies to address those needs including:
  - defining the ideal candidate;
  - talent sourcing and networking;
  - development of the interview and selection process.
2. Develop and implement highly effective recruitment channels and advise on the most strategic routes to market (direct, advertising campaigns, LinkedIn, executive search etc.) and attract high quality calibre candidates.
3. Advise and support managers through the end to end recruitment process including:
  - Develop and update of job summaries and employee specifications and the required competencies needed for the role.
  - Communication with candidates during the recruitment process
  - Proactively building and developing applicant talent pools for current and future requirements.
  - Direct sourcing through social media platforms (LinkedIn, Twitter etc.).
  - Providing sound market intelligence of candidate activity for all areas and in particular those of institutional strategic importance, such as Global Research Institutes (GRIs).
4. Develop solid relationships with key University partners in Faculty, Professional Services and People and Culture to develop an annual plan/programme for recruitment, identifying resourcing short term and long term challenges and solutions to address these.
5. Responsible for the management of candidate relationships to ensure a great candidate experience.
6. Review and monitor the effectiveness of recruitment process and campaigns and use own initiative to provide recommendations for improvement which can be built into future improvements in discussion with Head of HR Business Partnering.
7. Support International Staff seeking to relocate, ensuring they receive relevant information and advice on key aspects of living and working in Northern Ireland, for a smooth transition to Queen's University Belfast.
8. Maintain up-to-date knowledge of resourcing trends and best practice.

### Planning and Organising:

1. Prioritise workload and meet multiple deadlines.
2. Respond to needs of internal and external customers in a timely and effective manner.
3. Use initiative and discretion based on knowledge and experience to determine priorities and resolve issues to meet targets and deadlines.
4. Coordinate, plan and organise a range of creative and innovative recruitment campaigns and initiatives to increase recruitment and achieve departmental and institutional objectives.

### Resource Management Responsibilities:

1. Ensure delivery of KPI's; vacancy level, time to hire, cost per hire etc.
2. Work on own initiative and as part of the team to support the work of the Directorate to ensure that all scheduled work runs smoothly and to a high standard.

**Internal and External Relationships:**

1. Regular liaison with senior managers including: the People and Culture Leadership Team and other senior managers as required, across the University to deliver a comprehensive professional service.
2. Develop positive working relationships with Academic and Academic Support colleagues across the University.
3. Building and enhancing relationships with external relevant organisations.

**ESSENTIAL CRITERIA:**

1. \*Primary degree with at least 3 years' recent relevant experience within a recruitment agency or in-house environment. OR Evidence of substantial relevant professional experience within a recruitment agency or in-house environment.
2. \*Strong account management experience to include:
  - developing and maintaining relationships with multiple stakeholders.
  - \* implementing strategies to increase applicant numbers.
  - identifying problems, research solutions and suggesting options for effective resolution.
3. Strong customer service skills.
4. Ability to work on own initiative as well as part of a team.
5. Attention to detail.
6. Targets orientated.
7. Excellent oral and written communication skills.
8. Good presentation skills.
9. Excellent interpersonal skills – ability to deal with a wide range of staff at all levels and external bodies.
10. Demonstrable fit for Queen's core values; Respect, Integrity, Excellence, Ambition, Connected.

**DESIRABLE CRITERIA:**

1. Recruitment sector experience within an educational environment.
2. Familiarity with HR databases, Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS).
3. Experience in sourcing techniques (e.g. recruiting on social platforms LinkedIn, Twitter etc. and creating Boolean search strings).