



## JOB DESCRIPTION AND PERSON SPECIFICATION

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<b>POST:</b>	<b>HR Operations &amp; Recruitment Officer (Maternity cover)</b>
<b>DIVISION/DEPT/UNIT:</b>	Human Resources
<b>RESPONSIBLE TO:</b>	Head of HR Operations, Recruitment & Systems
<b>GRADE:</b>	<b>PSP5</b>

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## JOB DESCRIPTION

### Job Purpose

To provide high-level HR administrative and advisory support for the delivery of a high-quality professional HR service to managers and staff across the School, including administering the School's central HR operational processes. This includes, but is not limited to: recruitment, job evaluation and grade review, contract administration, eligibility to work administration, co-ordination of FOI and Data Protection request responses and School promotions and rewards administration.

### Responsibilities

- Be responsible for the effective management and delivery of the recruitment process ensuring procedures are followed in a timely and efficient manner. This will involve arranging interviews, liaising with the relevant HR Partner teams and line managers to ensure the smooth running of recruitment campaigns, issuing offers of employment and processing contracts and ensuring that eligibility to work information is checked and kept on file.
- Advise recruiting managers on recruiting schedules, appropriate advertising, job descriptions and person specifications, job evaluation (HERA framework), re-gradings of posts and remuneration.
- Carry out HERA grading for recruitment purposes in accordance with School policy and procedure. This will involve organising and arranging regular HERA review panels, undertaking HERA interviews, liaising with and supporting the relevant line managers and applicants on the HERA process and processing outcome letters and paperwork as appropriate and required.

- Ensure accurate letters of appointment and contracts are issued in a timely and efficient manner.
- Ensure staff and applicants receive timely responses to their telephone and email enquiries.
- Ensure the accurate and timely submission of visa applications and DBS checks.
- Alongside the Staff Immigration and Compliance Officer, deliver a UKVI administrative support service to managers and staff in accordance with School policy and UKVI policy. This involves providing advice and guidance on visas and immigration to recruiting managers, employees and applicants to ensure that they understand their obligations as well as ensuring that all paperwork is accurately recorded and is up to date and ensuring eligibility to work paperwork is up-to-date and monitored regularly for existing staff with visa requirements.
- Processing new starters, ensuring that all relevant information is inputted into ResourceLink in a timely manner, once a signed contract of employment/offer letter has been returned.
- Coordinating and providing administrative support for meetings to the Head of HR Operations, Recruitment and Systems (and on occasion the HR Senior Partner), including preparing agendas, taking and circulating minutes, monitoring actions, following up outcomes and arranging accommodation & hospitality.
- Support the Head of HR Operations, Recruitment and Systems in designing and delivering Recruitment and Selection training to staff across the School.
- Collating information relating to FOI requests, in liaison with HR partner teams, TED, the HR Systems team and the Equality & Diversity Manager, and preparing responses for approval by the Head of HR Operations, Recruitment and Systems.
- Developing and maintaining the HR web pages and other electronic communications for the HR Division, working with the HR Systems Team, and ensuring web content is approved by the Head of HR Operations, Recruitment and Systems in line with established School standards.
- Advising and liaising with the managers around the School on fixed-term contracts and funding extensions to ensure accurate contract amendments are produced in a timely and accurate manner and in line with legislation.
- Advising on all family friendly policies and ensuring staff understand their entitlements. Meeting with staff and managers to advise on best practice and escalating complex situations to either the Head of HR Operations, Recruitment and Systems or the HR Partner team.
- Administer contract amendment letters and changes in relation to maternity, paternity, emergency and compassionate leave, liaising with Payroll to ensure payments are made correctly.
- Liaising with managers on Probation and Fixed Term Contracts procedures.
- Calculating redundancy pay, ensuring accuracy and processing all associated paperwork in a timely manner.

- To manage and maintain resources on behalf of the Head of HR Operations, Recruitment and Systems and HR Director relating to the Department including office space, office and IT equipment, furniture, office consumables and stationery in accordance with the School's procedures.
- Undertake any other duties as reasonably delegated by your line manager
- Support staff across the departments by ensuring workloads are covered and service is maintained when other team members are absent or involved in other HR work.
- Generic duties and responsibilities of all LSHTM employees
- This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change.
- The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

### **Asylum and Immigration Statement**

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points)

## PERSON SPECIFICATION

### Qualifications

	<b>The successful candidate should:</b>	<b>Essential/ Desirable</b>	<b>Tested by*</b>
	Be studying for a CIPD qualification or have equivalent professional experience	<b>Essential</b>	<b>A, I</b>
	Provide evidence of continuous professional development	Desirable	A, I
	Hold an undergraduate degree or equivalent	Desirable	A

**\* A = application; I = interview; T = test**

### Background & Experience

	<b>The successful candidate should have substantial experience of:</b>		
	Providing proactive and responsive HR advice and support service to managers based on the needs of the faculty/department and also on HR procedures and legislation changes and its impact	Essential	A, I
	Experience of managing high volume recruitment campaigns.	Essential	A,I
	Experience of job evaluation processes and systems, preferably HERA.	Essential	A,I
	Evidence of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner.	Essential	A, I
	Supporting the implementation of new procedures and procedural updates	Essential	A, I
	Experience of using the Stonefish recruitment system	Desirable	A, I
	Organising and prioritising own work to the successful achievement of targets and objectives	Essential	A, I
	Working within an HR environment	Essential	A, I
	Developing a positive personal and professional network to secure knowledge and improve service delivery	Desirable	A,1

### Knowledge

	<b>The successful candidate should have demonstrable working knowledge of:</b>		
	HR services, principles and techniques and their application in organisations (and associated issues)	Essential	A, I
	Employment law and its application	Essential	A, I

### Skills & Competencies

	<b>The successful candidate should demonstrate:</b>		
	A focus on results - repeated effort and resilience	Essential	A, I
	Confidence in operating in an environment of change	Essential	A, I
	Excellent communication skills: verbal, written and in presentations	Essential	A, I
	The ability to build and sustain effective professional working relationships within HR and the wider business environment	Essential	A, I
	Positive customer focus – demonstrating a thorough understanding of customer	Essential	A, I

	<b>needs</b>		
	The ability to think creatively and innovate	Essential	A, I
	Evidence of prioritising, planning and organising own work load in order to meet short, medium and long term deadlines.	Essential	A, I
	Excellent IT skills and the ability to extract /analyse data from Human Resources Information Management Systems	Essential	A, I
	The highest levels of integrity and sensitivity	Essential	A, I