

Job Title: HR Operations and Recruitment Officer	
Department /Division/Unit: Human Resources	
Faculty/Professional Service: Professional Services	
Location: London	
Reports to: Head of HR Operations, Recruitment & Systems	
Full Time/Part Time/Casual: Full time	Hours: 35
Grade: PSP 5	

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies, and continuing education in public and global health.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education, and translation of knowledge into policy and practice.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity, and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential. To discover more about LSHTM please click [here](#).

OUR VALUES

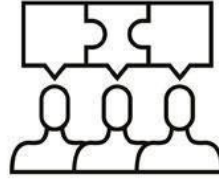
Our Values Our values establish how we aspire to achieve our mission both now and, in the future - demonstrating what it means to work and study at LSHTM. To find out more please click [here](#).



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

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 institution, including administering the LSHTM's central HR operational processes. This includes, but is not limited to: recruitment, job evaluation and grade review, contract administration, eligibility to work administration, system testing, audit checks, and co-ordination of FOI and Data Protection request responses.

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 LSHTM policy and procedure. This will involve organising and arranging regular HERA review panels, 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.

- Work alongside the Staff Immigration and Compliance Officer, providing cover for the during periods of leave and high workloads for all staff UKVI compliance processes and reporting. To deliver a UKVI administrative support service to managers and staff in accordance with LSHTM 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.
- Ensure the accurate and timely submission of visa applications.
- Processing new starters, ensuring that all relevant information is accurately 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 including preparing agendas, taking, and circulating minutes, monitoring actions, following up outcomes and arranging accommodation & hospitality.
- Collating information relating to FOI requests, in liaison with HR partner teams, TED, and the HR Systems team and preparing responses for approval by the Head of HR Operations, Recruitment and Systems.
- Support the maintenance of 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 LSHTM standards.
- Advising and liaising with the managers 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.
- 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.
- Supporting with all relevant audit requests.
- Ensuring filing is maintained on a weekly basis.
- 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 LSHTM'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 and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

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.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Qualifications

The successful candidate should:	Essential/ Desirable	Tested by*
Hold an undergraduate degree /CIPD Level 5 qualification or have equivalent significant HR professional experience.	Essential	A, I

Background & Experience

The successful candidate should have substantial experience of:		
Strong experience of 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
Significant experience of managing high volume recruitment campaigns.	Essential	A, I
Experience of working with job evaluation processes and systems, preferably HERA.	Essential	A, I
Significant evidence of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner.	Essential	A, I, T
Evidence of having a detailed working knowledge of UK immigration regulations, with proven experience of working with UKVI compliance processes and reporting.	Essential	A, I
Significant experience of using an e-recruitment system preferably Stonefish.	Essential	A, I
Organising and prioritising own work to the successful achievement of targets and objectives.	Essential	A, I
Experience of working within an HR central service environment preferably in the HE sector.	Essential	A, I

Knowledge

The successful candidate should have demonstrable working knowledge of:		
Significant understanding and application of Employment law with everyday processes and procedures.	Essential	A, I

Skills & Competencies

The successful candidate should demonstrate:		
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 needs.	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 including MS Office and the experience and ability to extract / analyse data from Human Resources Information Management Systems.	Essential	A, I, T
The highest levels of integrity, confidentiality and sensitivity.	Essential	A, I
A commitment to supporting LSHTM's EDI policies and procedure.	Essential	A,I

*** A = application; I = interview; T = Test**

SALARY AND CONDITIONS OF APPOINTMENT

This post is permanent and full-time. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £38,282 - £43,947 per annum (inclusive of London Weighting). The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days". Membership of the Pension Scheme is available.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. Late applications will unfortunately not be considered. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. **An answer to any of the criteria such as "Please see attached CV" or "yes/no" will not be considered acceptable and therefore not scored.**

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

ASYLUM AND IMMIGRATION STATEMENT

LSHTM will comply with current UKVI legislation, 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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>