


Talent and Recruitment Consultant	 Edinburgh Napier UNIVERSITY
Role Description	

Grade & Salary:	Grade 4
Campus Location:	Sighthill Campus, although travel may be required
Line Manager:	Talent and Resourcing Manager
Line Management Responsibility for:	No line manager responsibly within the role
Role Summary:	<p>The Talent and Recruitment Consultant will play a key role within the HR Operations team within the HR & Development function.</p> <p>The role holder will be responsible for the delivery of exceptional customer service across multiple academic and Professional Service area, advising and consulting with hiring managers around recruitment campaigns to maximise talent attraction. You will be responsible for the end-to-end process, including assessment methods, coordination of advertising, shortlisting, coordinating interview panels delivering candidate feedback and managing and negotiating the job offer process.</p>

Main Duties and Responsibilities

- Manage and support the end to end recruitment process for Permanent, Fixed Term and Senior appointments.
- Advise, support and challenge hiring managers through the creation of job descriptions
- Manage a portfolio of vacancies throughout the full recruitment lifecycle from vacancy approval through to successful appointment, including assessment methods, coordination of advertising, shortlisting, coordinating interview panels delivering candidate feedback and managing and negotiating the job offer process.
- Work collaboratively with the Talent and Resourcing Manager to review and streamline existing recruitment policies and processes, deliver change projects and deliver accurate monthly management information.
- Advise school/support area stakeholders on tailored advertising strategies/campaigns within appropriately agreed budgets, including digital and social media solutions
- Create, manage, maintain and govern accurate recruitment records including vacancy requisitions and advertising campaigns within the iTrent recruitment system in line with the University policies
- Ensure all job marketing and advertising promotes the Napier University Employer Brand and values.
- Ensure all vacancy campaigns are managed in line with employment legislation and UK Visa & Immigration government regulations and agreed SLA's.
- Advise and support candidates through relocation and interview expense processes in line with the University's policy as required.

- Oversee accurate and timely pre-employment screening processes to achieve internal SLA's. (Including referencing and right to work checks).
- Work closely with the HR Service team to ensure that accurate candidate documentation and personal information is recorded onto our iTrent people system in compliance with the University's information security policies.
- Engage and brief external recruitment agencies and head hunters where necessary regarding permanent and temporary positions.
- Review weekly Staff Authorisation forms completed by line management for approval by the University executive team.
- Maintain own personal development and up to date knowledge in relation to future innovative recruitment practices, systems and policies.
- Work closely with the wider HR Team to ensure that all legal and regulatory implications are fully understood.
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.

Essential Criteria

Education/Qualification: Degree or relevant work experience within a recruitment environment.

- Experience working within a recruitment environment resourcing and headhunting candidates.
- A working knowledge of UK employment and immigration law is essential.
- Extensive experience of end-to-end recruitment processes, including assessment methods, telephone interviewing, providing interview feedback and managing the offer/on boarding process.
- Experience in writing job descriptions, job adverts and drafting employment contracts.
- Ability to utilise multiple sourcing mediums simultaneously.
- Ability to manage multiple recruitment campaigns simultaneously.
- Ability to prioritise high volume workload.
- Ability to liaise with and influence stakeholders at all levels
- Strong negotiation and consulting skills.
- Excellent grammar, written and verbal communication.
- Excellent IT skills, with ability to build and deliver professional engaging presentations (Microsoft Office, Word, Excel, PowerPoint)

Desirable Criteria

Education/Qualification: Evidence of ongoing professional development or extensive relevant experience in a comparable role or membership with Institute of Recruitment Professionals.

- Team player with strong motivational skills.
- Experience working accurately to tight deadlines in a fast moving environment.
- Experience of using application tracker/recruitment systems - Ideally i-Trent.
- Knowledge of Higher Education Academic resourcing
- Copyright experience in relation to composing job adverts.
- Experience of writing content suitable for Internet/ Intranet pages.
- Working knowledge of competency frameworks.