



OPPORTUNITY

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Reference: 0470-24

Grade: 6

Salary: £25,742 to £27,979 p.a.

Contract Type: Permanent

Basis: Full Time

Job description

Our people are an integral and essential part of the Aston 2030 strategy, published in June 2023. Our key people-related aims include being the best place to work and attracting and retaining the most talented and dedicated individuals to achieve their full potential while at Aston. Our Human Resources and Organisational Development (HROD) Department will play a key role in supporting the development and implementation of our evolving People Strategy which will enable the delivery of the Aston 2030 strategy.

The Recruitment Administrator is an important role within the HR Operations function which will be essential to providing an efficient and effective integrated HR service to customers across the university and supporting the wider HROD department where appropriate.

The key areas of responsibility for this role include the co-ordination, administration and support of operational recruitment processes, following the process from role authorisation to onboarding. Recruitment Administrators will also work in conjunction with the HR Administrators and work across functions where necessary and appropriate to provide a seamless service to our stakeholders.

Main duties and Responsibilities

- ▶ Coordinate the recruitment and selection processes for designated areas within Aston University, which will involve liaising with Recruiting Managers to discuss their recruitment needs and referring them to relevant policies and procedures.
- ▶ Support the Recruitment and Administration Manager in the production of job descriptions, person specifications, job details and advertisements or modifying existing ones.
- ▶ Liaise with recruiting managers and external agencies to arrange for roles to be advertised in journals, newspapers, websites and social media as required and ensuring value for money
- ▶ Upload vacancy information onto the online Vacancy Management system ensuring that the information is correct and in the appropriate formats.
- ▶ Keep the Recruiting Manager updated throughout the process.
- ▶ Use the online Vacancy Management system to send interview invites and subsequent correspondence to candidates, upload interview information and any necessary documentation for interview panel members, references and any onboarding information.
- ▶ Liaise with candidates, recruiting managers and panel members before and after interviews to answer their queries and escalate these as appropriate.
- ▶ Arrange for pre-employment checks to be undertaken including medicals, references. DBS, right to work checks, general medical council membership and checking education certificates and other checks as required.
- ▶ Arranging interview panels as required.
- ▶ Prepare and issue contracts of employment (using templates) and ensure accuracy of information for pay and annual leave and the correct terms and conditions are applied.
- ▶ Support the Recruitment and Immigration Advisor by obtaining the information required to provide a Certificate of Sponsor to candidates requiring a Visa.

- ▶ Set new employees up on CORE and provide the HR Administrator with the documentation that they require to complete their part of the process.
- ▶ Preparing and chasing information for certificate of sponsorship applications on behalf of the recruitment advisor & completing an audit file for UKVI purposes for any post holder that requires a certificate of sponsorship to be saved on the HR file.
- ▶ Support the Recruitment and Administration Manager as necessary, with processes related to the appointment of casual workers.
- ▶ Proactively identify any process improvements in relation to recruitment and selection.
- ▶ Participate at internal departmental/University and external events such as recruitment fairs as and when required.
- ▶ To undertake duties on the HR Administration team as required.
- ▶ Undertake any other associated duties as required, commensurate with the grade.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>Good standard of general education (minimum A level or equivalent including English & Maths GCSE or equivalent minimum Grade C.</p> <p>CIPD level 3 qualified, working towards or equivalent experience.</p>	Application form
Experience	<p>Experience in either generalist or specialist HR Administration in a large complex public or private organisation.</p> <p>Experience of supporting and co-ordinating recruitment processes.</p> <p>Experience of using applicant tracking systems (ATS) or other digital systems for hosting recruitment opportunities</p> <p>Experience of working in a service-oriented, customer-facing role.</p> <p>Experience of working in a busy environment, prioritising own workload to ensure that deadlines are met.</p> <p>An awareness of the general principles of employment law in relation to recruitment and selection.</p> <p>Experience of performing RTW and DBS checks.</p>	Application form and interview

	Essential	Method of assessment
Aptitude and skills	<p>Excellent IT skills, including advanced use of Word, Excel and Outlook.</p> <p>Customer and results focused.</p> <p>The ability to communicate effectively and confidently with a range of internal and external stakeholders, verbally and in writing.</p> <p>Ability to work independently as well as part of a team.</p> <p>Excellent organisational and time-management skills.</p> <p>Good attention to detail & accuracy.</p> <p>To be flexible and adaptable to the changing needs of line managers, stakeholders and the immediate work environment.</p> <p>Having the confidence to negotiate timescales for service delivery whilst balancing the operational and strategic needs of HR.</p>	Application form and interview

	Desirable	Method of assessment
Education and qualifications	HR related training or qualification.	Application form
Experience	<p>Experience of UK Visa and Immigration processes .</p> <p>Experience of working in a HE environment.</p>	Application form and interview

Contact information

Enquiries about the vacancy:

Name: Heather Eden/Christine Campbell

Job Title: Recruitment and Administration Manager

Email: h.eden@aston.ac.uk or c.m.campbell@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS): If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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