Recruitment & Onboarding Manager

OPPORTUNITY
Where change gets real.

Reference: 0553-25

Grade: 8

Salary: £38,249 to £45,413, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

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 and Onboarding Manager is a role that plays a crucial role in ensuring an efficient and effective integrated HR recruitment and administration service to customers across the university and providing seamless operational management capacity and resource across the HROD department.

The key areas of responsibility for this role include the effective line and performance management of a team of Recruitment and HR administrators and assistants and the implementation of customer-centric and seamless transactional and operational HR and recruitment processes across Aston University.

The Recruitment and Onboarding Manager will be responsible for supporting the operationalising of the People Strategy under the direction of the HROD leadership, specifically the Head of HR Operations, and in partnership with academic and professional services departments.

Main duties and responsibilities

- ► Lead the delivery of an efficient, customer-focused end-to-end recruitment and onboarding service across the University, aligned with strategic workforce plans and the Aston People Strategy.
- ► Manage, develop, and support the recruitment team, ensuring high performance, resilience, and continuous improvement.
- ► Provide expert guidance to hiring managers and stakeholders on recruitment best practice, attraction strategies, and process optimisation.
- ► Champion continuous improvement, using data and feedback to enhance recruitment systems, processes, and candidate experience.
- ► Ensure compliance with relevant legislation and policy, including Right to Work, UKVI, and DBS, acting as a key point of escalation.
- ► Build strong relationships with internal and external stakeholders, delivering a responsive and solution-oriented service.
- ► Lead and oversee key senior-level recruitment campaigns, onboarding activities, and recruitment-related projects and events.
- ► Monitor recruitment performance, reporting against KPIs, spend, and equality metrics to inform planning and decision-making.
- ► Collaborate across HR department to ensure a joined-up operational service, deputising for the HR Administration Manager when required.

Key Responsibilities

Team Management and Development

- ▶ Manage a team of recruitment administrators, coordinators, and assistants, overseeing day-to-day operations. (end to end recruitment service)
- ▶ Conduct performance reviews, probation meetings, and regular 1:1s, and facilitate team meetings.
- ▶ Identify and deliver training, coaching, and development opportunities to build team capability.
- ▶ Ensure SLA standards are consistently met, and service excellence is maintained.

Talent Acquisition & Recruitment Operations

- ▶ Lead the end-to-end recruitment process, delivering outcomes in line with defined SLAs and KPIs to ensure timely, efficient, and high-quality hires.
- ▶ Drive system and process optimisation within recruitment platforms to enhance the experience for both candidates and hiring managers.
- ▶ Monitor and manage the pre- and post-interview process, addressing delays to improve responsiveness and strengthen the overall candidate journey.
- ▶ Provide strategic and operational guidance to hiring managers on recruitment best practices, advertising strategies, and the effective use of social media channels.
- ▶ Champion a data-driven approach to recruitment operations, identifying trends and implementing improvements to streamline workflows and enhance outcomes.
- ▶ Lead recruitment campaigns and contribute to enhancing the University's Employer Value Proposition (EVP).
- ▶ Hands on recruitment for key/senior roles, (expand)
- ▶ Champion the use of unconventional and innovative talent attraction methods—including niche job boards, online communities, talent pools, employee referral campaigns, events, and digital engagement strategies—to reach diverse and hard-to-find talent.

Onboarding and Candidate Experience

- ▶ Lead and support onboarding activities to ensure a seamless, engaging, and consistent experience for new hires across all business areas.
- ▶ Collaborate with key stakeholders to align onboarding processes with company culture, values, and operational readiness.
- ▶ Continuously enhance the onboarding journey by gathering feedback, identifying gaps, and implementing improvements that support employee engagement and retention from day one.

Compliance and Risk Management

- ▶ Support on operational compliance with Right to Work, DBS, and UKVI requirements, acting as a Level 1 UKVI user.
- ▶ Ensure all recruitment materials, documentation, and processes are up to date and legally compliant.
- ▶ Maintain robust records in line with audit and reporting standards.

Stakeholder and Relationship Management

- ▶ Build strong working relationships with internal stakeholders across academic and professional services departments, and recognised trade unions.
- ▶ Manage relationships and contracts with external agencies (e.g., recruitment, advertising, job boards such as jobs.ac.uk, Vercida and others).
- ▶ Act as key liaison with internal HR teams and deputise for the HR Administration Manager when required.

Training and Support

- ▶ Deliver recruitment training for hiring managers as part of management development programmes.
- ▶ Provide tailored training to departments based on specific recruitment needs and challenges.
- ▶ Ensure the team is equipped with current knowledge of legal and procedural requirements.

Data and Reporting

- ▶ Lead on regular and ad-hoc recruitment reporting, including equality monitoring and data analysis to support KPIs and strategic goals.
- ▶ Produce the monthly recruitment spend report and contribute to operational planning and forecasting.

Project Management and Events

- ▶ Lead and deliver recruitment-related projects, including recruitment events, open days, and assessment centres.
- ▶ Oversee large-scale admin tasks such as data cleansing and folder organisation in collaboration with the wider HR operations team.

Professional Development and University Values

- ▶ Engage in continuous professional development and support the development of others.
- ▶ Promote wellbeing, safety, equality, diversity, and inclusion in all aspects of the role.
- ▶ Uphold the University's values and sustainability agenda in daily practices and decision-making.

Person specification

	Essential	Desirable	Method of assessment
Education and qualifications	▶ Educated to degree level or equivalent experience in a relevant field. ▶ Evidence of continuous professional development.	▶ CIPD qualification (Level 5 or above) or equivalent experience.	Application form and interview
Experience	▶ Significant experience managing end-to-end recruitment processes in a complex organisation. ▶ Proven experience of managing and developing recruitment or HR administration teams. ▶ Experience working in a higher education or similar public sector environment. ▶ Experience using applicant tracking systems and HRIS platforms. ▶ Experience managing recruitment compliance processes (e.g. RTW, DBS, UKVI). ▶ Experience managing relationships with external recruitment/advertising agencies. ▶ Experience leading or contributing to recruitment-related projects. ▶ Experience of Microsoft Office packages, including Microsoft Copilot or other AI-enhanced tools.	▶ Demonstrable experience of academic recruitment, including support for senior, specialist, and hard-to-fill roles is highly desirable. ▶ Experience of working with AI tools, technologies, or applications to enhance processes, improve efficiency, or support decision-making.	Application form and interview
Knowledge and Skills	▶ Strong understanding of recruitment best practice, employment legislation, and compliance requirements. ▶ Excellent organisational skills with the ability to manage competing priorities effectively. ▶ Strong interpersonal and stakeholder management	▶ Understanding of employer branding, candidate experience, and the use of AI to enhance both.	Interview

	skills, including influencing and negotiating. ▶ Ability to analyse and report on recruitment data to inform decisions and improve services. ▶ Proficient in Microsoft Office and confident with data reporting tools. ▶ Understanding of AI capabilities and their practical application within a workplace or service setting. ▶ Familiarity with the use of social media and digital channels for recruitment.		
Personal Attributes	▶ A proactive, solution-focused mindset with an openness to innovation. ▶ Committed to equality, diversity, and inclusion in all aspects of recruitment. ▶ Ability to work collaboratively across teams and lead by example. ▶ Resilient, adaptable, and calm under pressure. ▶ Commitment to personal development and reflective practice.		

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

Innovation
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.

Collaboration
We work best when we are collaborative, working together to contribute to the Aston community.

Ambition
We strive together for improvement and innovation looking ahead to see the bigger picture.

Inclusion
We treat everyone in our community equally and how they would like to be treated.

Integrity
We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website https://www2.aston.ac.uk/staff-public/hr/jobs.

Applications should be submitted by 23.59pm on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Kaveri Prashanth Patali
Job Title: Head of HR Operations
Email: k.prashanthpatali@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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