

JOB DESCRIPTION

Team Leader - Recruitment and Contracts, HR Service Delivery

Vacancy ref: N736

Job Title:	Team Leader – Recruitment and Contracts	Present Grade: 6S
Department/College:	Human Resources	
Directly responsible to:	Head of HR Service Delivery	
Supervisory responsibility for:	HR Assistants x 3	
Other contacts		
Internal:		
Recruiting Managers, HR Partner, System and Payroll Teams, Marketing Team		
External:		
UK Visa and Immigration, Recruitment and Relocation Partners, etc.		
Major Duties:		
<div>1. To manage the operation of staff recruitment activity ensuring compliance with overall University strategic plans including:<div>a. implement and evaluate recruitment strategies, policies and initiatives to sustain the continuous improvement of the team,</div><div>b. act as the regular contact between the University and its recruitment advertising partners to maximise the effectiveness of the relationship and the promotion of the Lancaster University Employer Brand,</div><div>c. work with the stakeholders to provide advice and training and use innovative recruitment and selection ideas to attract, engage and select,</div></div>		
<div>2. To lead on the management of the University's Tier 2 and Tier 5 UKVI sponsorship licences, managing annual certificate of sponsorship processes, and through management information monitor appropriate usage. Act as a reference point in this area, advising and training HR colleagues, and representing Human Resources in audit processes,</div>		
<div>3. To lead on the provision of relocation support for international appointees including maximising the effectiveness of the relationship between the University and its relocation partner,</div>		
<div>4. To supervise the recruitment and contracts team including work allocation, performance review and the capture of service improvement requirements. To provide HR services to designated faculties/departments as required,</div>		
<div>5. To continually review the operation of existing processes, recommend and implement improvements,</div>		
<div>6. To perform a quality assurance role in relation to:<div>a. Maintaining the accuracy of the HR database,</div><div>b. Preparation of contracts of employment and others changes to employment,</div><div>c. Operation of the e-Recruitment system,</div></div>		
<div>7. Carry out other duties appropriate to the grading of the post as may be directed by the Director of Human Resources or nominated representative.</div>		