

JOB DESCRIPTION

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| Job Title: | Recruitment Consultant (Unitemps) |
| Department: | hired@UCB |
| Report To: | Employability Manager |
| Team Purpose | This role is part of the hired@UCB team providing careers, employability and enterprise services to students comprising 6 key themes: GET Started, GET Skilled, GET Experienced, GET Hired, GET Enterprising and GET On. |
| Job Purpose: | To contribute to the delivery of the hired@UCB Business Plan with a particular focus on GET Hired through the implementation, delivery and growth of the Unitemps Recruitment Agency at UCB. |
| Main Duties & Responsibilities: | <ol style="list-style-type: none"> 1. To support the development and ensure the implementation of the Recruitment Agency (RA) 'business development plan' incorporating the sales, marketing and pricing strategies 2. Ensure the delivery of an efficient, customer-focused service 3. To provide a UCB recruitment service for students seeking part-time jobs during their studies or employment following the completion of their course. 4. To collect and display all vacancies via university notice boards, student intranet, hands-outs and a hard copy for students to look through. 5. Identification of sales leads, through telesales marketing, client prospect meetings and development of sales and marketing materials and campaigns 6. Monitor and grow candidate supply to ensure service has capacity to meet employer demand 7. Promote the services and benefits of the RA to external stakeholders and businesses, and the UCB student community 8. Ensure the prompt and efficient advertising of all vacancies, shortlisting of candidates, interview arrangements and administration of placed candidates 9. Undertake contract and price negotiations with clients 10. Update Adapt systems with payroll and placement information 11. Generate performance data as agreed with the Employability Manager and Director of Student Employability |

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| | <p>12. Engage in regular team meetings with the hired@UCB team and Unitemps representatives as appropriate</p> <p>13. Any other duties commensurate with the nature and grade of the post.</p> |
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PERSON SPECIFICATION

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| Post: | Recruitment Consultant (Unitemps) |
| Experience: | |
| 1 | Experience working in recruitment (temporary contract or in-house) or as part of an HR team |
| 2 | Proven track record of achieving performance and/or sales targets |
| 3 | Working with employers to increase engagement and overall client/user satisfaction |
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| Skills & Abilities: | |
| 6 | Ability to apply IT solutions to support service delivery and understand the concepts of online recruitment methods |
| 7 | Well-developed time and project management skills |
| 8 | Confident and effective communication and presentation skills |
| 9 | Ability to understand and apply principles of current employment legislation |
| 10 | Ability to build rapport with individuals and with groups |
| Education & Qualifications: | |
| 11 | Level 3 qualifications, 5 GCSEs at grade C or above including maths and English |
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| Training & Professional Development: | |
| 16 | Evidence of on-going development ideally related to recruitment, employment and labour market issues |
| 17 | Willingness to undertake any training/networking deemed necessary for the role |
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| Other: | |
| 21 | Flexible approach to work in line with the needs of the service |
| 22 | Self-motivated and proactive approach to work |
| 23 | Understanding of the principles of Safeguarding |
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