

# CANDIDATE PACK

## Recruitment Administrator

People, Culture and Wellbeing

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.





# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.





# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.





# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



# JOB DESCRIPTION

**Job Title: Recruitment Administrator**

**Reports to: Recruitment Manager**

**Department: People, Culture and Wellbeing**

**Grade: NG3**

## ROLE PURPOSE

This post is responsible for the provision of a professional and seamless end to end recruitment service for all academic and professional services roles, providing administrative support to day-to-day recruitment activities, in line with University procedures. The postholder will contribute to continuous improvement, employer branding projects and implement UKVI requirements to support Westminster's strategy to be an employer of choice.

## PRINCIPAL ACCOUNTABILITIES

1. To provide administrative support for the recruitment process; this includes checking all paperwork is completed and authorised correctly, ensuring that the proposed dates and process for short-listing and interviewing are in line with University procedures, best practices and UK Visa and Immigration requirements, ensuring that all relevant paperwork is stored in vacancy job bags and digitised personnel files, and managing all communications with applicants and managers.
2. Ensure all adverts adhere to UoW brand guidelines (includes drafting advert copy and selecting appropriate images), maintaining a log of where current adverts are going to be placed in real time and liaise with colleagues to ensure consistent branding and value for money in each advertising media used.
3. Provide guidance on appropriate advertising media and spend to clients, taking advice from their line manager and the University's nominated advertising agency as appropriate. Maintain a log of successful advertising media used, utilising available tools, and review previous campaigns as appropriate to make improved recommendations in future.
4. To be responsible for updating the HR and Payroll System (SAP) recruitment module and recruitment web pages, ensuring timely data accuracy and proactive use of manual and automated systems. This includes; the creation of vacancies in SAP, placing adverts online and with approved external recruitment providers, ensuring that automatic short-listing documents and interview and regret letters are generated and sent and that new starter paperwork is issued, processed and monitored, including sending out offer letters and contracts, health questionnaires, pension information and requests for references; to prepare personnel files and induction packs.





5. To be responsible for responding to first line recruitment enquiries and day to day responses to queries via individual, team email inboxes and as generated via SAP (monitoring of tasks) and Success Factor on-line recruitment system, as well as filing all relevant paperwork promptly on digitised personnel
6. Files and sort and distribute HR department mail and proactively provide cover for team colleagues and support to team rotas.
7. Within the University recruitment processes and procurement guidelines, work with approved staffing agencies and line managers to ensure a supply of suitable applicant details within an appropriate timeframe, and support administration of selection processes. Support line managers with recruitment campaigns where an executive search agency is used and maximise opportunities of candidate sourcing methods including job boards, print media, specialist press and to promote the University through specialised and social media as agreed with line manager.
8. Carry out ongoing spot checks on right to work documentation as agreed with line manager, proactively flag the shortlisting of job applicants from outside the UK to recruitment panel chair, ensure the appropriate completion of shortlisting documents at this stage to satisfy any potential immigration compliance requirements, and brief the panel chair on further compliance requirements in the selection process and process and document recruitment adverts, in accordance with requirements of UKVI legislation.
9. Within the context of new starters and payroll deadlines, to ensure that the Services Team receive daily notification of any changes needed to SAP and are supplied with the relevant paperwork to support this and plan for onboarding arrangements and support to members of staff following completion of right to work documentation and signed contracts of employment.
10. To support the administrative process for the award of formal University titles including; Professors, Readers, Visiting Professors, Emeritus Professors and Fellows, to seek external references and assessments and prepare documentation for Committee meetings.
11. To assist with other general HR work within their competence, provide reciprocal operational cover for colleagues including absence and periods of peak workload, as required.

## CONTEXT

This post is part of a team of Recruitment Administrators providing a comprehensive recruitment administration service to Colleges, Schools and Professional Services Departments. The post holder will support all recruitment including senior roles and will work with approved external agencies including Executive Search functions, as required, ensuring all information is communicated in a timely way. The post holder will liaise closely with all other teams within the HR Department.





The role requires great attention to detail and accuracy together with an ability to prioritise a varied and demanding portfolio of work. The post holder will be expected to be discreet and diplomatic, and keep any sensitive information to which they have access, confidential at all times.

The workload may fluctuate at certain times of the year and all HR teams are required to support each other during peak periods of workload. The University operates a 35 hour week for full-time staff, normally over 5 days. The hours of working for

This post are normally 9am to 5pm. The post will be based at our 32-38 Wells Street, central London site, but all appointments are made on the understanding that staff will serve at any of the service points should the need arise.

## DIMENSIONS

The post holder has no line management or budgetary responsibilities.



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- Educated to at least GCSE Level including Maths and English or with equivalent experience.

## TRAINING AND EXPERIENCE

### Essential

- Track record in preparing, processing and checking significant volumes of documents and letters.
- Experience of providing customer services.
- Previous involvement in recruitment administration.
- Knowledge of legal requirements in relation to recruitment (data protection, discrimination legislation and UKVI).
- Experience of writing advert copy.
- Experience of using e-recruitment systems.
- Excellent working knowledge of social media and Microsoft Office products including Word, Excel, PowerPoint and Outlook.

### Desirable

- Experience of working in a HR Environment.
- Use of a computerised Human Resources System (preferably SAP) or database.
- Evidence of planning proactive and targeted recruitment campaigns.
- Proven experience of developing selection processes including competency based interview design.

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- Ability to plan and prioritise workload and to meet tight deadlines.
- Highly IT literate with excellent Excel and Word skills.
- Ability to deal with data in a confidential manner and an understanding of the implications of the Data Protection Act.
- Excellent attention to detail.
- IT literate with a good knowledge of Microsoft Office applications such as Word, Excel and Outlook.
- Excellent communication skills (Written and Oral).
- Self-motivated with a flexible 'can do' attitude.
- Committed to providing a first class, compliant and consistent customer service experience for both internal stakeholders and applicants.
- Able to use own initiative and work autonomously.
- Committed and team orientated, with a strong work ethic.
- Tact, diplomacy and respect for confidentiality.
- Confident and committed.





# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

## Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

**The deadline for receipt of applications is midnight on 03 November 2024**

**Interviews will take place on 19 November 2024**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

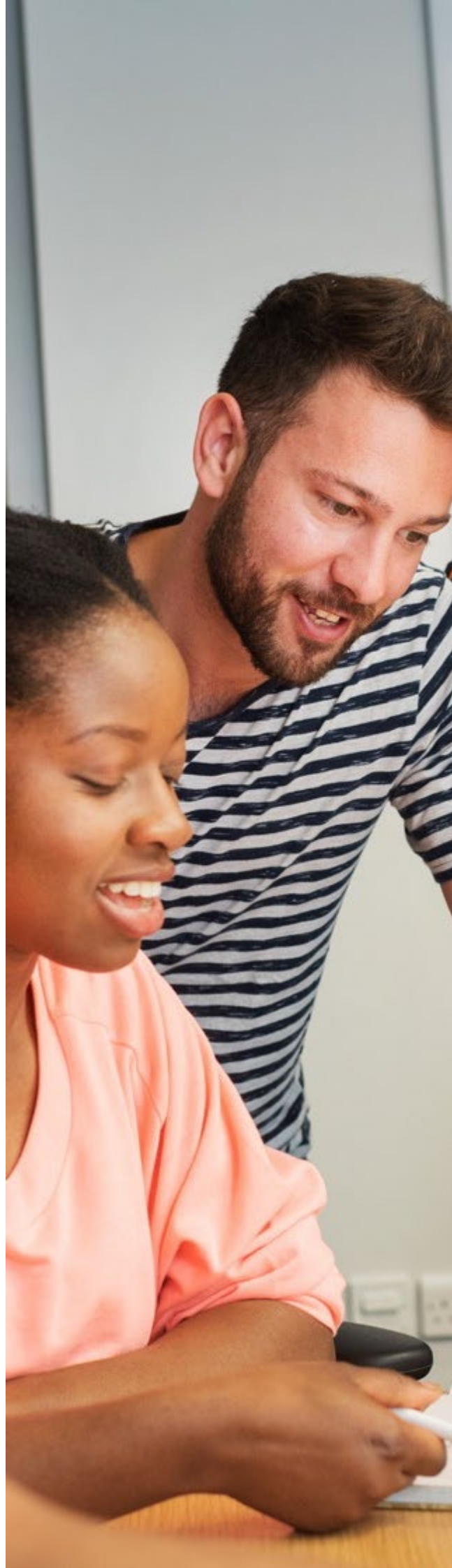
*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.







[westminster.ac.uk](https://www.westminster.ac.uk)

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