



Job title	Recruitment Coordinator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	Careers and Employability Service	Location	University Park Campus

Purpose of role

The University of Nottingham’s Careers and Employability Service operates an on-campus recruitment service that provides temporary staffing solutions to departments across the University and external clients in the local area. The candidate pool consists of students, graduates, and local talent. A primary goal of this service is to enhance student employability by offering a variety of temporary assignments while they study. As a Recruitment Coordinator, you will support the recruitment operations in collaboration with the Deputy Manager and the Recruitment Sales Executive. Your responsibilities will include receiving job briefs from managers, advertising vacancies on the UniCore platform, sourcing candidates through multiple channels, conducting in-person, email and telephone candidate screenings as well as ensuring candidates are registered for payroll and meet work eligibility requirements. This role plays a vital part in ensuring the smooth and efficient management of temporary recruitment needs, helping students gain valuable work experience while supporting university and external client operations.

	Main responsibilities	% time per year
1	<p>Recruitment Support and Administration</p> <ul style="list-style-type: none"> • Maintain and update databases with information related to temporary vacancies and recruitment activities. • Accurately record recruitment activity on the UniCore platform and other relevant databases. • Assist with direct bookings by managing booking requests, verifying ID documentation, and entering temporary staff into the database while ensuring compliance with work eligibility checks. • Review identification documents and verify candidates' work eligibility using system-generated reports. • Provide guidance on payroll procedures, including timesheet completion, holiday pay, and pay dates, while referring complex queries to the Payroll department or appropriate team managers. 	40%
2	<p>Candidate Support</p> <ul style="list-style-type: none"> • Provide ongoing support to candidates working in temporary roles at the University of Nottingham and with local businesses. • Address candidate inquiries via email, phone, and in person in a timely and professional manner. 	40%

	<ul style="list-style-type: none"> • Conduct candidate screening and arrange interviews for specific roles, including reference checks. • Assist candidates with applications and CVs, offering feedback and constructive suggestions for improvement when necessary. • Prepare candidates for interviews with hiring managers, ensuring they are well-informed and confident. • Support candidates throughout their assignments, such as assisting with timesheet submission and guiding them on payroll deadlines. • Manage the shortlisting, screening, and interview scheduling processes, while briefing candidates on interview expectations and procedures. 	
3	<p>Account Management</p> <ul style="list-style-type: none"> • Collaborate with the Deputy Manager and Recruitment Sales Executive to respond to temporary staffing requests from internal clients (University of Nottingham departments) and external clients (local businesses). • Support the management of client accounts by addressing both existing and new temporary staffing requirements. • Draft, proofread, and post job advertisements to the relevant platforms. • Ensure high-quality customer service by maintaining clear and effective communication with both internal and external clients. 	10%
4	<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Contribute to the delivery of the Careers and Employability Service's overall strategy by participating in strategic groups, task forces, and similar initiatives. • Promote the full range of services offered by the Careers and Employability Service to student workers, as appropriate. • Assist with team activities, including monthly payroll processing, generating reports, and supporting candidate and client marketing efforts. • Handle confidential information related to candidates and temporary assignments in accordance with privacy policies and best practices. • Provide reception cover at a busy front desk, ensuring professional and efficient service. • Regularly update and cleanse data to ensure accuracy and relevance of stored information. 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Strong and demonstrable customer service and interpersonal skills with the ability to deal with people effectively at all levels from students to Heads of Department and Senior Managers. ▪ Excellent verbal and written communication skills. ▪ Well-developed level of computer literacy, especially Microsoft Office suite. ▪ Excellent attention to detail. ▪ Good level of numeracy. ▪ Good organisational and administration skills, juggling multiple tasks and work to tight time pressure. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Demonstrable experience of working on own initiative and prioritising workload. ▪ Experience in dealing with urgent requests and working under time pressure yet delivering high quality service. ▪ Experience working as part of team to deliver multiple objectives. ▪ Working in a vibrant and 'can do' environment, responding effectively to change with little or no notice. ▪ Successfully working to targets. ▪ Knowledge of using database systems and querying data. 	<ul style="list-style-type: none"> ▪ Experience of using Customer Relationship Management or HR specialist software ▪ Experience in recruitment or human resources environment. ▪ High level of empathy to understand the needs of candidates and managers. ▪ Candidate screening experience (including interviewing candidates). ▪ Experience as a member of staff working in an employment agency or job shop. ▪ Previous experience of Higher Education environment or in-house recruitment. ▪ Experience of working with students.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Good standard of education, ideally to A level/BTEC (or equivalent). GCSE English and Maths to grade C minimum. 	<ul style="list-style-type: none"> ▪ Certificate in Recruitment Practice (CertRP) or equivalent
Statutory, legal or special requirements		<ul style="list-style-type: none"> • A reasonable understanding of the complexities of (and significant issues in) employment legislation.



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others



