

HR Recruitment Assistant

Number of vacant posts:	1
Department:	Human Resources
Grade/ Salary:	Grade 4
Contract Type:	Permanent
Hours:	Full time
Location:	New Cross, London

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants.

Goldsmiths is committed to creating an inclusive and accessible working environment for all staff. If you would like to access confidential advice or guidance in relation to workplace reasonable adjustments, adjustments to the recruitment or selection process, or flexible working arrangements please contact hr@gold.ac.uk



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Together
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Job Description

Human Resources

Our vision is to develop a contemporary, solutions focussed HR service to support Academic Heads and Managers and to enhance the staff experience. This forms part of the wider goal to transform Professional Services to develop the student experience and enhance the academic endeavour.

If you are an HR professional who thrives on finding solutions to complex issues and exceeding customer expectations, come and contribute to the creation of a high performance, cohesive team.

Reporting to: Senior Recruitment Officer

Summary:

The role holder will be responsible for providing high quality administrative support for staff recruitment, including vacancy approvals, advertising, interviews, selection and assessment, contracts of employment and on-boarding.

Specific Duties:

The post holder is required to carry out the following duties:

- Providing responsive customer service to agreed SLAs on recruitment of staff, including handling general enquires about vacancy approval, advertising, terms and conditions of service, selection, assessment and on-boarding.
- Undertaking HERA job evaluation.
- Maintenance of the College's redeployment pool, ensuring that staff in the redeployment pool are sent details of vacancies on a ring-fenced basis.
- Providing administrative support for selection/assessment in ring-fence arrangements for organisational restructures
- Administrative support for senior management appointments and Heads of Department rotating appointments rounds, including organisation interview panels, stakeholder panels, compiling shortlisting and interview packs, meeting and greeting and other associated administrative support as required.
- Maintaining digital employee records in line with GDPR and Goldsmiths data retention policy.

- Ensure that all records are up to date, accurate, and destroyed in accordance with Goldsmiths' data retention schedule.

Generic Duties:

- Working closely with HR and Payroll colleagues, to manage and administer all HR transactional processes relating to new staff appointments and Associate Lecturer contract renewals.
- Ensure that all data entry and processing within the HR Management Information system is accurate, reliable and meets high standards of quality.
- Maintain up to date recruitment and staff files and archiving systems, scanning staff documents and attaching them to the staff member's electronic record in the new integrated system.
- General customer-facing and handling of HR office tasks, including proactively dealing with telephone, email, and face-to-face queries.
- In addition, you will be required to undertake any other duties as may reasonably be required.
- At all times to carry out your responsibilities with due regard to the College Code on Equality and Diversity/ /Dignity at Work Policy.
- At all times to help maintain a safe working environment by attending training as necessary and following Goldsmiths' Health and Safety Codes of Practice and Policy.

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be short-listed for interview. The Desirable criteria sections show attributes which would enable the applicant to perform the role more effectively with little or no training.

ID 003	Essential Criteria 1 – Qualifications
	Vocational qualification in relevant business management or customer service plus several years previous administrative experience
	Desirable Criteria 1 - Qualifications
	Working towards a suitable qualification such as CPP or CIPD/CIPP
	Essential Criteria 2 - Experience
	Experience of working in a customer- service focussed role in a fast-paced high-volume environment
	Experience of staff recruitment within an organisation or agency setting
	Excellent interpersonal skills in order to deal politely and efficiently with staff at all levels, students and outside contacts
	Desirable Criteria 3 - Knowledge
	An understanding and appreciation of Human Resources
	Essential Criteria 4 - Skills
	A high standard of clerical and administrative skills
	Excellent IT and word processing skills; experience of using Microsoft Word and Excel, applicant tracking systems and HRMI systems
	Good numeracy and literacy skills
	Ability to interpret and explain terms and conditions HR policies and procedures in response to routine enquiries
	Ability to use HR systems, including entering standard HR data that will be used for HR processes and reports
	Professional and customer focused approach, including absolute discretion, diplomacy and sensitivity
	Prioritising own workload in an organised manner while balancing multiple priorities
	Project support and planning experience
	Ability to work independently and contribute to effective team working
	Strong sense of internal and external customer focus and responsiveness

Essential Criteria 5 - Other	
	Experience of proactively advancing equality for diverse student and / or staff communities (for example, people of colour, disabled people, people of diverse faith backgrounds, LGBTQ+ people and other marginalised groups).

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to [University of London facilities](#) such as [Senate House Library](#)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.