

Student Futures - Recruitment Consultant

Edinburgh Napier
UNIVERSITY



Grade & Salary:	Grade 4, £26,243 – £31,302 per annum
Campus Location:	Sighthill
Line Manager:	Student Futures - Recruitment Manager
Role Summary:	<p>The Student Futures department works across our University to provide a comprehensive, flexible and personalised employability service that engages all of our students and empowers them to make informed choices about their graduate careers.</p> <p>As our Student Futures Recruitment Consultant you will work closely with our Recruitment Manager to administer our internal jobs for students work programme (our Student Ambassador Scheme).</p> <p>You will also build relationships with our students and recent graduates, helping prepare them to face competitive recruitment processes and secure jobs after graduation, by advertising and coordinating mock assessment centres, interviews and other Student Futures employability initiatives. All of this activity is underpinned by building relationships with graduate employers to understand their recruitment processes, ensuring that our student preparation accurately represents what is experienced in industry.</p> <p>Further to this you will become our recruitment systems expert – helping our partner employers to navigate our CareerHub System, supporting them to advertise opportunities to our students (and providing an internal student headhunt service where possible) and encouraging them to sign up for our employer engagement events throughout the academic year.</p>
Main Duties and Responsibilities	
➤	Assist the Recruitment Manager with the recruitment of current students to our Student Ambassador Scheme and other key student employability indicatives and internal opportunities across the University.
➤	Lead on the administration of the Student Ambassador scheme, helping identify student ambassadors to match them to suitable opportunities within the University, making sure also that payment paperwork is processed efficiently and accurately and that the University remains compliant with UKV&I legislation.
➤	Work collaboratively with stakeholders across the University to increase the number of casual work opportunities for Student Ambassadors, ensuring that when advertised the opportunities are in line with ENU's Employer Brand and values.
➤	Work collaboratively with the ENU HR Recruitment Team and other key University Stakeholders to ensure that our students and graduates are considered for appropriate internal permanent and

	fixed term opportunities within ENU.
➤	Design and deliver professional communications/presentations to stakeholders.
➤	Maintain relationships with the University's partner employers to help the Recruitment Team build an understanding of best practice in graduate recruitment to help advise internal and external stakeholders on tailored advertising strategies/campaigns within appropriately agreed budgets and timescales.
➤	Work collaboratively with the Recruitment Manager to review and streamline existing Student Futures recruitment processes in line with external best practice and our University values.
➤	Assist the Recruitment Manager with designing and coordinating end-to-end recruitment processes for internal employability initiatives and external graduate opportunities for students
➤	Prepare shortlists of students and recent graduates for University positions, Student Futures employability initiatives and external organisation's graduate job opportunities, providing constructive feedback on applications where required
➤	Responsible for managing a portfolio of vacancies for students, covering the end-to-end recruitment process, including vacancy advertising, shortlisting, pre-screening telephone interviews, coordination of face-to-face interviews and providing meaningful candidate feedback at all stages
➤	Coordinating and delivering mock assessment centres and interviews (both face-to-face and via telephone) for our students
➤	Ensure all student vacancy campaigns are managed in line with employment legislation and UKV&I regulations and to agreed budget and SLA's
➤	Ensure cost efficient recruitment methods by sourcing quality students across a wide range of recruitment methods including digital and social media are delivered
➤	Support the Recruitment Manager in a variety of change projects utilising good planning and organisational skills throughout
➤	Support the Recruitment Manager in designing and delivering accurate monthly management information on Student Futures recruitment activity
➤	Lead as the Recruitment Team key contact for our CareerHub system - using expertise and experience of this to streamline our internal Student Futures Recruitment Processes and enhance our digital recruitment offering to our students and recent graduates. From this management of our centralised email inbox and advertising portal for employers
➤	Lead by example every day championing the University values, leadership behaviours and Inclusion strategy
➤	Ensure ongoing personal development plans maintain external awareness in relation to continuous improvement and future innovative recruitment practices, systems and policies
➤	Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. GDPR, Information Security and Records Management
➤	Represent the Service and undertake any other relevant duties/responsibilities as requested by the Recruitment Manager and/or Head of Service

Person Specification

Attributes	❖ Essential Selection Criteria	Desirable Selection Criteria
Education/Qualifications	<ul style="list-style-type: none"> • First Degree (or equivalent work experience) 	<ul style="list-style-type: none"> • Accredited by the Institute of Recruitment Professionals or equivalent
Experience	<ul style="list-style-type: none"> • Relevant work experience within a recruitment environment • Knowledge of the graduate recruitment market across a range of industries • Experience of working accurately to tight deadlines in a fast moving, regulated environment • A working knowledge of UK employment and immigration law • Experience of end to end recruitment processes including: <ul style="list-style-type: none"> - writing engaging job descriptions, adverts and targeted communications - CV and Application shortlisting - the coordination of (mock) assessment centres - Interviewing (both face-to-face and via telephone) - Providing constructive interview feedback • Ability to manage multiple recruitment campaigns simultaneously • Experience of working with a variety of CRM systems • Ability to prioritise a high volume workload. 	<ul style="list-style-type: none"> • Experience of graduate recruitment within a range of industries • Experience of using 'CareerHub' and/or Abintegro software • Experience in a student/graduate facing position • Experience of the Higher Education Sector

Skills/Personal Requirements	<ul style="list-style-type: none"> • Ability to liaise with and influence stakeholders at all levels within a business • Strong negotiation and consulting skills • Excellent grammar, written and verbal communication skills • Excellent IT skills (within MS Office) with ability to build and deliver professional engaging presentations • Team player with strong motivational skills 	
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We expect all of our staff to demonstrate our [Edinburgh Napier Values](#) and [Leadership Behaviours](#), though these are not specific to this role you may be asked for examples of these at interview.