



# Job description

## Recruitment Advisor

April 2021

### Company context

#### INTO's mission:

***Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.***

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

### Role context

The Recruitment Advisor plays a key role in continuing to strengthen our people strategy by sourcing and attracting key talent to fill vacancies across IUP.

### Reporting line

The role reports to the Senior Manager – Resourcing.

### Job purpose

Working as part of a Resourcing Team and in partnership with managers, you will help find the right talent for their vacancies. You'll ensure recruitment processes are in line with current market conditions and play a key part in the development and growth of the wider HR team.

### Key accountabilities and duties

#### Role and responsibilities

- To deliver compliant, cost effective resourcing solutions, utilising direct sourcing methods.
- Ensure our Diversity and Inclusion focus is embedded in all employee resourcing activities.
- Support IUP's resourcing needs by screening CVs, shortlisting to managers, taking part in the selection process, managing the offer process and on-boarding of employees.
- Partner with our Preferred Suppliers List of agencies.

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- To work on specific resourcing and wider HR projects as required.
- To support the wider HR team with ad hoc administrative support when needed.

**The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

## **Location**

The post is based in Brighton. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

## **Safeguarding**

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

Please see the next page for person specification...

## Person specification

	Essential	Desirable
<b>Legal status</b>	<ul style="list-style-type: none"> <li>Right to work in the UK.</li> </ul>	
<b>Education/ qualifications</b>		<ul style="list-style-type: none"> <li>Degree or equivalent</li> <li>Hold or be willing to study for, a relevant HR industry qualification.</li> </ul>
<b>Experience/skills</b>	<ul style="list-style-type: none"> <li>Experience working in an in-house or recruitment agency.</li> <li>Independent thinker, able to proactively identify opportunities and put into action.</li> <li>Ability to build and manage relationships with peers and managers.</li> <li>Initiative and problem-solving capability.</li> <li>Practical experience of operating within a proactive service delivery environment, focused on customer satisfaction.</li> <li>Ability to work unsupervised and as part of the HR team.</li> <li>Ability to work under pressure, maintaining accuracy whilst achieving timescales.</li> <li>Appreciation of the need for strict confidentiality.</li> <li>Excellent inter-personal and communication skills – both verbal and written.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of HR Information Systems.</li> </ul>