



Job description

Resourcing Advisor

December 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.

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created groundbreaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

Our websites have details of how we are organised and our outstanding achievements so far:

www.intostudy.com

www.intofuture.com

www.intoglobal.com

www.into-giving.com

Role context

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

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Reporting line

The role reports to the Senior Manager – Resourcing (based in the UK).

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