

Job title	Recruitment Advisor
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	NDM HR Centres of Excellence, located within the Centre for Human Genetics, Roosevelt Drive, Headington, Oxford, OX3 7BN
Grade and salary	Grade 5: Salary in range £31,459 - £36,616 per annum (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time
Contract type	Permanent
Reporting to	Recruitment Partner
Vacancy reference	178458

Hybrid working arrangements	The successful person will need to work on site for a minimum of 4 days per week
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata) A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

The NDM HR Centres of Excellence provides comprehensive HR support to the Old Road Campus Units, Centres, Institutes, and international programmes (Africa and Asia Programmes – AAPs). By consolidating professional HR staff into specialised centres, we ensure close collaboration with managers to advance our strategic goal of attracting, recruiting, and retaining top talent. Our key objectives include delivering an exceptional candidate experience, coaching hiring managers in modern recruitment practices, and enhancing service efficiency through streamlined, standardised processes.

Our HR Team consists of 6 specialist areas: HR Operations, Employee Relations, Recruitment and Onboarding, Analytics and Reporting, Learning and Development, and Equality, Diversity, and Inclusion (EDI).

As a Recruitment Advisor, your role is essential to advancing NDM and the University's strategy of recruiting high-calibre staff. You will ensure that recruitment and employment practices comply with relevant employment legislation, University policies, and departmental guidelines. With a proven background in recruitment, you will deliver a high-quality service, acting as a trusted advisor to hiring managers, ensuring every role is filled efficiently and in line with departmental strategy.

Our consolidated service model offers opportunities for rotation across different specialist areas of HR to promote continuous professional development. As part of this flexible team, all HR staff may be asked to provide support across the centres during periods of absence, including covering for colleagues on annual leave.

Responsibilities

You will:

- Build and maintain strong working relationships with hiring managers and colleagues across the Department and University, establishing yourself as a key point of contact for recruitment-related matters.
- Collaborate and proactively engage with hiring managers to understand both current and future hiring needs, ensuring recruitment strategies align with departmental objectives.
- Support the planning of creative and innovative recruitment campaigns to attract and recruit high calibre candidates, managing the candidate experience from attraction to offer stage.
- Work at pace to fill high volume business critical roles, and support and educate hiring managers on best practice.
- Select appropriate recruitment channels for the specific role, in accordance with the NDM strategy, using social networking platforms, as appropriate.
- Act as an expert on recruitment processes, providing support to the Recruitment Partner and ensuring full compliance with internal policies and external regulations. Deliver on all aspects of the recruitment process from attraction through to pre-boarding and on-boarding, assisting in the development of recruitment tools and processes that streamline operations for both the recruitment team and hiring managers.
- Maintain effective communication with both candidates and hiring managers throughout the recruitment process, ensuring clarity and responsiveness.
- Coordinate salary negotiations to secure successful offer acceptance, and manage the issuing of formal employment offers.
- Complete all mandatory pre-employment checks, including obtaining references, security clearances, occupational health clearance, checking right to work and preparing work permit applications, in collaboration with the University's Staff Immigration Team.
- Keep up-to-date with training requirements for administering immigration and right to work procedures, and attend appropriate training on HR systems and procedures.

- Prepare and issue employment contracts, providing essential information to new starters and conducting HR inductions on their first day.
- Keep up-to-date with market trends and challenges, and employment law.
- Set up new employees on the PeopleXD System, and ensure all necessary information is accurately captured, and adhering the University payroll deadlines.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- CIPD level 3 (Certificate or Diploma).
- Demonstrable previous recruitment experience, with a well-developed and up-to-date practical knowledge of employment law, specifically as related to recruitment.
- Demonstrable ability to prioritise workload and produce accurate, detailed work within deadlines.
- Experience of providing high level of customer service with accuracy and attention to detail, including working in partnership and building working relationships to improve service delivery.
- Ability to work independently, and as part of a team.
- An understanding of the role of social media in attraction strategies, and have a desire for continuous improvement.
- High levels of attention to detail and discretion due, in consideration of the confidential nature of the work.
- Ability to manage ambiguity and the resilience to drive the right behaviours and approaches to achieve the desired results.
- Good verbal and written communication skills, with experience of communicating processes with a wide range of internal and external stakeholders with diverse professional and academic backgrounds.
- Awareness of immigration laws, Home Office Regulations and visa process/procedures, data protection and information security guidelines.
- Experience of relevant administrative work, including the ability to use Microsoft office and emails.
- Willingness to undertake continuous professional development.

Desirable

- Knowledge and experience of implementing best practice recruitment solutions to drive a value-added service.
- Experience of working with an electronic HR System.
- Experience of working within a higher education environment.



Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement



The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

