**Job Title:** Team Leader – Recruitment and Contracts  
**Present Grade:** 6S  
**Department/College:** People & Organisational Effectiveness  
**Directly responsible to:** HR and Service Delivery Manager  
**Supervisory responsibility for:** HR Assistants  

**Other contacts**  
**Internal:**  
Faculty and Departmental Leadership Teams, University Committees and working groups (Athena Swan, REC etc.), Recruiting Managers, Equality, Diversity & Inclusion team, HR Partners/Advisors, HR System, Payroll and Finance teams.  
**External:**  
UK Visa and Immigration, Advertising Partners, Relocation Partners, E-recruitment system provider, Disclosure and Barring Service.  

**Major Duties:**  
1. To manage the effective delivery of staff recruitment activity ensuring compliance with employment law, Visa and Immigration and right to work checks.  
2. To lead and develop the recruitment and contracts team. Focussing on the distribution of workload, the creation of development opportunities through team performance and development reviews, creating a continuous improvement culture which encourages the identification of service delivery enhancements.  
3. In partnership with other P&OE colleagues continually review existing processes, recommend and implement improvements, focusing on enhancing the customer experience throughout their employee lifecycle.  
4. To perform a quality assurance role in relation to:  
   a. Equality, Diversity, Inclusion and accessibility requirements in line with University strategy, People & Culture and working group action plans.  
   b. Contracts of employment and others changes to terms and conditions.  
   c. UKVI and right to work checks.  
   d. Job adverts. Ensuring they compliant with all internal branding guidance and external funding requirements.  
   e. Accuracy of people related data within the HR systems.  
5. To lead on the management of the University’s UKVI sponsorship licences (i.e. Skilled Worker, Global Talent etc.) including managing the certificate of sponsorship processes on behalf of the licence holder (Deputy Chief Executive Operations), audits and creation of management information to provide assurance to the University Leadership team.  
6. Provide guidance to team members and new/existing employees and act as a reference point for UKVI queries regarding visa applications, renewals and associated costs in accordance with Home Office guidance. Create and deliver appropriate training to P&OE and Departmental colleagues.
7. To lead on the day to day management of the University's relocation policy in collaboration with the relocation partner, providing advice and guidance to qualifying employees and maintaining a positive and effective relationship with the providers for all service users.

8. Continue the development of the recruitment toolkit, and delivery of training and guidance sessions for recruiting managers, including, manager bites sessions and recruiting the best training.

The Post Holder will also:

- Support the HR Service Delivery team and other members of the POE Leadership Team with projects that support the further implementation of the People and Culture Plan. This may also include representing the Division at internal/external meetings etc.