Role Summary

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential institute, within the University of Cambridge, developing leadership and solutions for a sustainable economy. CISL has ambitious plans for growth over the next 10 years. This new position within the Business Services team will play a key role in meeting the upcoming recruitment requirements to deliver this growth. The HR Recruitment Coordinator will provide a highly efficient and proactive recruitment service whilst ensuring that the Institute complies with University policy and best practice. The successful candidate will work closely with the HR Manager and HR Assistant to ensure that the CISL HR service is efficient, effective and high quality, in line with the Institute’s People Plan. They will support the HR Manager by managing, streamlining and adding value to the recruitment process and administration.

The HR Recruitment Coordinator will be the first point of contact at CISL for all recruitment related activity. They will be responsible for supporting managers from the identification of a new need or vacancy, up to the completion of the probation review.

The role holder will provide a responsive, coordinated and high calibre administration and advisory service, using their initiative and providing advice within the scope of their expertise. They will need to manage and prioritise their workload, performing these duties to the highest level of accuracy and professionalism.

The role holder will be responsible for the recruitment process in its entirety, which includes:

- Coordinating recruitment justifications and seeking approval for the vacancy
- Drafting and processing advertisements and role descriptions
- Organising interviews
- Coordinating the offer and new starter process
- Managing the personnel records in line with GDPR requirements
- Coordinating the induction for new staff
- Ensuring probation reviews are completed
- Evaluating and suggesting continuous improvement of processes
Key Responsibilities

This section details, but is not an exhaustive list, of the specific activities or obligations for which we require and hold the role accountable for.

Recruitment processes and administration

- Support and advise line managers in relation to all recruitment activity within CISL, utilising the University’s recruitment systems and following best practice guidelines.
- Maintain and update the recruitment tracker and checklists accurately and frequently.
- Review existing role profiles and draft new role profiles with the assistance of the line manager. Send new or revised role profiles to the Grading team.
- Support line managers in the preparation of recruitment and strategic justifications for the Institute’s Senior Executive Team and the School of Technology.
- Draft advertisements and Further Information documents using the approved role profiles.
- Process advertisements on the University’s recruitment page and external recruitment sites.
- Manage and respond to applicant queries by email and telephone.
- Provide line managers with selection tools and offer guidance on best practice.
- Communicate with candidates at all stages of selection processes, including interview arrangements and informing unsuccessful candidates of the outcome of their application.
- Assist with the administering of assessment tasks during the interview process, where required.
- Liaise with the University’s Temporary Employment Service as required.

New Starter Processes and inductions

- Liaise with the line manager regarding start dates and terms of employment.
- Advise managers on the University’s salary scales and support the completion of applications for market supplements and incentive payments, where instructed by the HR Manager.
- Draft and send written offers of employment to preferred applicants and request references through the University’s Web Recruitment System.
- Ensure all relevant new starter paperwork, including right to work, is supplied, processed and stored in line with University’s policy and procedures and GDPR requirements.
- Coordinate new starter inductions, liaising with the line manager to develop an appropriate schedule.
- Maintain the welcome pack, ensuring content is relevant, up-to-date and conveyed effectively.
- Conduct briefings for new starters regarding information on HR services and processes within CISL and the University.
Compliance

- Ensure all relevant right to work checks are complete within the deadline.
- Manage the Institute’s Certificate of Sponsorship (CoS) applications in accordance with Home Office and University requirements, following the advice of the Compliance team.
- Gather information from successful applicants requiring a CoS, and complete and submit applications to Compliance. Advise the individual and the line manager on time frames and the possible start date.
- Work closely with Compliance and keep up-to-date on relevant immigration laws/rules and any changes.
- Provide support and guidance to individuals during the visa application process, and deal with any issues or problems as they arise.

Coordination of HR Processes

- Update CISL’s organisation chart as changes occur.
- Oversee probation arrangements for the Institute by liaising with the line manager, maintaining records, updating the HR Information system and following up as required.
- Provide advice to managers on the appraisal process and record appraisal meeting data, highlighting gaps in records to the HR Manager.
- Utilise the University’s HR Information systems, carrying out all necessary processes for recruitment, end of contracts, recording absences, completing probation reviews and appraisals etc.
- In the absence of HR team members, provide accurate annual leave calculations for all staff categories and maintain the central annual leave record. Monitor and record all absences for staff using the appropriate systems and refer any queries arising from this to the HR Manager.

HR Guidance

- Provide guidance to staff in line with the University’s policies and procedures on recruitment, induction, probation, appraisal, sick leave, compliance.
- Manage the HR Mailbox, using initiative to make decisions on how to progress and resolve each item, allocate or refer to another team member.
- Attend HR forum meetings and any other HR related meetings to keep up-to-date with policies and University procedures.
Management of HR Records

- Meticulously maintain and update all personnel files for the Institute, including storing and confidentially destroying files in accordance with GDPR requirements.
- Use own initiative to suggest improvements to ensure effective and fit for purpose systems and processes.

Contribution to Continuous Improvement and Development of Team Processes

- Participate in review meetings with the HR team to review processes for improvements and efficiencies, as and when required.
- Contribute, maintain and compose, where required, procedure manuals/process maps for all processes that fall in the remit of the HR team.
- Contribute to the ongoing development of processes as CISL grows and digitalises its processes.

General

- Balance needs of the role with continued professional development.
- Oversee the work of junior team members carrying out duties that fall within the recruitment process.
- Provide general cover for colleagues in their absence.
- Keep up to date on best practice and University initiatives and policies that will impact on recruitment and HR, in order to give relevant advice and guidance.
- Undertake any other tasks appropriate to the grade as required by the HR Manager.

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications

- Educated to A level or an equivalent vocational qualification or practical experience.
- Holds a CIPD qualification (desirable).

Relevant knowledge and experience

- Demonstrable experience of working administratively in a busy HR environment and experience providing first line HR advice to managers and staff.
- Experience of working with multiple processes and to tight deadlines.
- Experience using HR databases and information systems.
- Good understanding of best practice, HR policies, procedures and processes.
- Knowledge of employment law and good employment practice.
- Experience of working with the University of Cambridge HR Systems, processes and policies (desirable).
- Knowledge of latest Immigration policies and laws and experience of advising on and supporting Tier 2 visa applications (desirable).

**Interpersonal & communication skills**

- Excellent communication skills, both verbal and written.
- Demonstrable ability to use appropriate professional language, correct grammar and spelling.
- Excellent proof-reading skills and very strong eye attention detail.
- Excellent organisational skills with the ability to work in a planned and methodical way, to prioritise and multi task, and work under pressure to tight deadlines.
- Ability and knowledge to help establish new systems for the Institute that facilitates efficient working and stores information in a comprehensive and accessible way.
- A proactive approach and takes responsibility for tasks and issues. Skilled at anticipating and resolving problems.
- Ability to maintain strict confidentiality in handling sensitive information.
- Highly competent in standard software packages, e.g. Word, Excel, Access, Outlook, PowerPoint, with ability to use and grasp new technologies.
- Ability to work effectively both independently, using own initiative and within a small team.
- Professional, polite, enthusiastic and welcoming approach.

**Additional requirements**

- Committed to the values that underpin CISL's work.
- Ability to work flexibly and travel between different sites as required.
- Has an understanding of General Data Protect Regulation requirements (desirable).
# Terms and Conditions

<table>
<thead>
<tr>
<th><strong>Location</strong></th>
<th>CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK</th>
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<tbody>
<tr>
<td><strong>Working pattern</strong></td>
<td>Full time</td>
</tr>
<tr>
<td><strong>Hours of work</strong></td>
<td>36.5 hours per week</td>
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<tr>
<td><strong>Length of appointment</strong></td>
<td>Permanent</td>
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<tr>
<td><strong>Probation period</strong></td>
<td>6 months</td>
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<tr>
<td><strong>Annual leave</strong></td>
<td>Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. 3 days exclusive of public holidays must be taken during the period when CISL closes over Christmas to New Year.</td>
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<tr>
<td><strong>Pension eligibility</strong></td>
<td>You will automatically be enrolled to become a member of Cambridge University Assistants’ Contributory Pension Scheme (CPS). Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a>.</td>
</tr>
<tr>
<td><strong>Retirement age</strong></td>
<td>The University does not operate a retirement age for Assistant staff.</td>
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## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the ‘Applying for a job’ section of the University’s Job Opportunities pages helpful (please see [http://www.jobs.cam.ac.uk/right/have/](http://www.jobs.cam.ac.uk/right/have/)).

## Application Process

To submit an application for this vacancy, please click on the link in the ‘Apply online’ section of the advert published on the University’s Job Opportunities pages. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

If you have any questions about this vacancy or the application process, please contact the CISL Human Resources team at [human.resources@cisl.cam.ac.uk](mailto:human.resources@cisl.cam.ac.uk)
General Information

The University of Cambridge Institute for Sustainability Leadership

The University of Cambridge Institute for Sustainability Leadership (CISL) brings together business, government and academia to find solutions to critical sustainability challenges. Capitalising on the world-class, multidisciplinary strengths of the University of Cambridge, CISL deepens leaders’ insight and understanding through its executive programmes; builds deep, strategic engagement with leadership companies; and creates opportunities for collaborative enquiry and action through its business platforms.

Over 25 years, we have developed a leadership network with more than 7,000 alumni from leading global organisations and an expert team of Fellows, Senior Associates and staff. HRH The Prince of Wales is the Royal Founding Patron of CISL and has inspired and supported many of our initiatives.

Our aim is to help influential individuals, major organisations and whole sectors work more effectively and strategically to address critical sustainability challenges and achieve paradigm shifts. Across complex and connected issues, we help leaders to develop strategies that reconcile profitability and sustainability and to work collaboratively with their peers not only to develop solutions to shared challenges but also catalyse real systems change.

We operate from offices in Cambridge, Brussels and Cape Town and we deliver projects on the ground in Europe, Africa, North and South America, Asia and Australia. CISL has a leadership network with more than 6,000 alumni from leading international organisations.

The University of Cambridge

The University is one of the world’s leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country’s highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow. The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers.
and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.

There is much more information about the University at http://www.cam.ac.uk/univ/works/index.html which we hope you will find helpful.

**What the University can offer you**

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

**CAMbens employee benefits**

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

**Family-friendly policies**

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees’ work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our Ofsted rated ‘outstanding’ workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

**Your wellbeing**

The University’s Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a
sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose.

The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex
(including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carer’s schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at http://www.admin.cam.ac.uk/offices/hr/staff/disabled/.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact the CISL Human Resource, who are responsible for recruitment to this position, on +44 12237 68814 or by email on human.resources@cisl.cam.ac.uk.