



CANCER
RESEARCH
UK

Manchester
Institute

Job Reference Number:

MI/24/60

Position:

Recruitment Officer

Group/Department:

Human Resources

Salary:

**£25,000-£28,000 per annum
(depending on experience)**

Duration:

non-time limited role



**CRUK MI
FURTHER
PARTICULARS**



Cancer Research UK Manchester Institute is a Research Institute within
The University of Manchester and is core funded by Cancer Research UK



MANCHESTER
1824

The University of Manchester



CANCER
RESEARCH
UK

Manchester
Institute

PARTICULARS OF APPOINTMENT

Ref: **MI/24/60**

Job Title: **Recruitment Officer**

1. The Institute invites applications for the above post.
2. Salary will be within the range of £25,000 – £28,000 per annum, dependent upon experience.
3. Informal enquiries can be made to Julie Jarratt:
Julie.jarratt@cruk.manchester.ac.uk
4. The Institute will endeavour to contact shortlisted candidates promptly. However, there may be occasions where a high volume of applications are received, therefore an applicant's patience is appreciated.
5. As an equal opportunity employer, we welcome applicants from all sections of the community regardless of age, sex, gender (or gender identity), ethnicity, disability, nationality, religion or belief, sexual orientation, marital or transgender status. All appointments are made on merit.
6. As our Recruitment Officer you will be a visible presence within the Institute, providing professional and timely recruitment services.





CANCER
RESEARCH
UK

Manchester
Institute

Disabilities and alternative formats

The University of Manchester is a disability confident Leader and is committed to supporting disabled people in recruitment, employment, and career development. We will make reasonable adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so. Therefore, if you have any additional support needs throughout the recruitment process or require documentation in alternative formats, please do not hesitate to contact the HR Department, for further information, on:

Tel: +44 (0)161 200 8868 / 8870

Email: jobs@cruk.manchester.ac.uk



The Disability Confident scheme, accredited by the Department for Work and Pensions (DWP), helps employers recruit, retain and train great people. Disability Confident organisations play a leading role in changing attitudes about, and increasing understanding of, disability. There are three levels of the scheme with Leader being the highest.



CANCER RESEARCH UK MANCHESTER INSTITUTE JOB DESCRIPTION

JOB DETAILS

Job Title: Recruitment Officer

Grade: P1 (CRUK Non-Scientific Pay and Grading Framework)

Department: Human Resources Department

Division: Cancer Research UK Manchester Institute

ORGANISATIONAL ARRANGEMENTS

Accountable to: 1. Recruitment Manager
2. Chief HR Officer

JOB PURPOSE

To support and coordinate all aspects of the recruitment process from adverts through to appointment by providing a high quality, comprehensive and proactive recruitment support service to the Institute ensuring all deadlines and service levels are met.

To provide a comprehensive on-boarding Induction for new recruits, including right to work checks.

DUTIES AND RESPONSIBILITIES

Using existing knowledge and expertise, with appropriate training where required, will be accountable for the operational delivery of recruitment activities, to:



- Oversee the full life cycle of recruitment and selection, from adverts through to appointment ensuring an excellent customer service, achieving optimum results with regards to speed and accuracy ensuring all relevant processes and legislation are adhered to throughout.
- Using the e-recruitment system to ensure that all applications and enquiries are promptly responded to, and appropriate action taken.
- Ensure all queries in the jobs email in box are promptly responded to, and appropriate action taken and refer or escalate to the Recruitment Manager as appropriate.
- Responsible for placing final copy of publication advertisements adhering to brand guidelines, and circulate, collate and file adverts for each vacancy.
- Advertise vacancies via the Institute social media outputs, producing content as required, to increase communication and connectivity with a variety of audiences.
- Liaise with recruitment colleagues at The University to advertise CRUK MI roles for redeployees on The University's JobTrain system and follow through the redeployment process with recruiting managers (selection/interview/appointment) as appropriate.
- Ensure all key deadlines are met, e.g., external advertising.
- Using the e-recruitment system, invite candidates for interview and inform unsuccessful candidates on behalf of the recruiting manager, ensuring a positive candidate experience for all.
- Using the e-recruitment system, update all candidate statuses throughout each recruitment & selection cycle, including archiving and deleting of information as per the Record keeping policy.
- Book rooms and venues for interviews ensuring that all the required equipment is available.
- Organise e-interviews using appropriate video-conferencing equipment.
- Book relevant travel and accommodation for visitors/candidates, using University systems.
- Ensure interview packs are collated and circulated to panel members in a timely manner and collate back post-interview to retain as per the retention policy.
- Ensure that the post offer administrative process for successful candidates is completed including creating and sending offer letters to candidates, ensuring the pre-employment eligibility checks (right to work, references, medical clearance, security screening, GMC registration etc) are undertaken.
- Liaise with Occupational Health in terms of pre-employment checks.
- Liaise with Recruitment Manager in relation to new starter immigration requirements.
- Create e-personnel files for new starters; ensure appointment documents are included.



- Responsible for the enhanced security screening process for new starters and ad hoc visitors and advise Chief HR Officer if there are any issues to address.
- Conduct HR Inductions for new starters, students, and ad hoc visitors as necessary.
- Conduct right to work checks for new starters in line with Home Office/immigration requirements.
- Responsible for the processing of honorary contracts, ensuring relevant documentation is obtained and the subsequent deletion once retention period is met.
- Maintain and input data onto HR/Recruitment Systems and other relevant databases ensuring the information is accurate and timely.
- Producing and analysing Equal Opportunities/Resourcing management statistics as required.
- Continually review and update information on the recruitment section of the intranet and the external website so it remains accurate and current.
- Develop strong working relationships with HR colleagues to ensure the service to all customers is fully integrated and continually meets customers' expectations.
- Contribute to the development and continual improvement of the HR service.
- Take responsibility for own learning and development including keeping up to date with relevant legislation, immigration rules etc.
- Manage and prioritise own workload to meet deadlines.
- Maintain confidentiality at all times.
- Provide administrative support to the Recruitment Manager as requested.
- Provide cover for the HR Officer duties as necessary.
- Opportunity to develop and attend interview panels as HR representative and advise on best practice regarding recruitment and equal opportunities.
- Undertake any other duties commensurate to the grade as required.

STANDARDS OF PERFORMANCE

- ◆ Work efficiently, cost-effectively and in a flexible manner.
- ◆ Effective communications to be maintained with staff at all levels.
- ◆ To meet objectives within pre-determined timescales.
- ◆ Strict adherence to protocols, Institute/UoM policies.
- ◆ To comply with Health & Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment.
- ◆ To contribute to an environment that is conducive to mental health and wellbeing.
- ◆ To contribute to the University's agenda for social responsibility, including sustainability.



CANCER
RESEARCH
UK

Manchester
Institute

- ◆ To maintain confidentiality of information in line with data protection requirements and University policy.
 - ◆ Familiarise themselves with the University's Equality and Diversity policies and to actively support these wherever possible.
 - ◆ Be a team player.
 - ◆ To strive to accomplish high quality of work.
-



PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which the post holder requires to perform the job to a satisfactory level.

Job Title: **Recruitment Officer (P1)**

	<u>ESSENTIAL</u> The qualities without which a post holder could not be appointed	<u>DESIRABLE</u> Extra qualities which can be used to choose between candidates who meet all the essential criteria	<u>METHOD OF ASSESSMENT</u>
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to degree level in HR Management, Recruitment or a business-related subject (or equivalent relevant experience) <p>OR</p> <ul style="list-style-type: none"> CIPD Level 5 qualification in Human Resources Management 	<ul style="list-style-type: none"> Member of the Chartered Institute for Personnel and Development (CIPD). 	Application Form Certificates
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in a recruitment role (ideally in-house), managing recruitment and selection activities. Experience of the Right to Work & UK Immigration Points Based Tier System. Experience of working in a busy HR department. Experience of working in an environment dealing with highly confidential, sensitive information. Experience of applying HR policy and practice to practical situations. Experience of using computer packages including MS Word, MS Excel and E-mail. 	<ul style="list-style-type: none"> Experience of working in an academic environment. Experience of working within a not-for-profit organisation, or with a good basic understanding of charity aims and environment. Experience of dealing with international recruitment. Experience of using social media tools for business. Experience of attending interview panels as HR representative 	Application Form Interview References



<p><i>EXPERIENCE contd...</i></p>	<ul style="list-style-type: none">• Practical experience of working with and entering data into databases and ensuring high standards of data integrity and accuracy.• Experience of working with individuals at all levels and providing high level professional support.• Experience of successfully managing own projects with minimal supervision.• Experience of organising meetings (including virtual and hybrid)		<p>Application Form Interview References</p>
<p><i>SKILLS</i></p>	<ul style="list-style-type: none">• Excellent interpersonal skills with the ability to communicate effectively both written and oral.• Ability to organise and prioritise work effectively.• Customer focused.• Effective computer skills.• Ability to work to strict deadlines.• Ability to maintain confidentiality.• Ability to work autonomously and as part of a team.• Ability to grasp information quickly and understand the surrounding environment.• Ability to multitask and work on a number of projects at any time.	<ul style="list-style-type: none">• Minute Taking.• Ability to analyse situations and provide solutions.• Ability to produce reports and tables and present statistical information in a clear format.• Presentation skills.	<p>Application Form Interview References</p>



<p><i>SKILLS contd ...</i></p>	<ul style="list-style-type: none"> • A high level of attention to detail. • Excellent proof-reading skills. • Ability to review and improve processes where necessary to improve team efficiency and output. 		<p>Application Form Interview References</p>
<p><i>KNOWLEDGE</i></p>	<ul style="list-style-type: none"> • Demonstrated knowledge and understanding of good HR/recruitment practice. • Sound knowledge and understanding of current employment legislation and the implications (including right to work, UK GDPR and equalities legislation). • Working knowledge of Home Office right to work checks. • Working knowledge of Microsoft office packages. 	<ul style="list-style-type: none"> • Working knowledge of Apple Mac equipment and software packages. 	<p>Application Form Interview References</p>
<p><i>OTHER</i></p>	<ul style="list-style-type: none"> • Self-motivated and meticulous. • Ability to work flexibly to support the requirements of the team. • To show commitment to equality and fairness and integrity in dealing with others. • To be open and responsive to change and innovation. • To be willing to work across organisational boundaries. • To seek new knowledge and share ideas. • Willingness to travel between work sites. 		<p>Application Form Interview References</p>



CANCER
RESEARCH
UK

Manchester
Institute

THE CITY OF MANCHESTER AND THE REGION

Manchester is one of the great European cities and the Cancer Research UK Manchester Institute is located a short distance from the city centre and is serviced by regular public transport to the city centre. The city's architecture represents one of the high points of Victorian achievement. The modern city is a major centre of banking, commerce and manufacturing.



It is consistently ranked as the best liveable city in the UK by the Economist Intelligence Unit. In 2021, Manchester was ranked in the top 3 of the TimeOut World's Best Cities list with the comment, "the friendliest city with the best community spirit and top-notch nightlife including its Gay Village and Northern Quarter in the heart of the city." It has a highly cosmopolitan atmosphere, and its cultural life is internationally renowned.

Manchester offers extensive provision for research. Library facilities include the John Rylands University Library (the major library in the North West and the third largest in the country) and the Manchester Central Reference Library.



Housing is varied, plentiful and the price ranges can start moderately priced and are as varied as the requirements. Schooling ranges from world-famous private schools to excellent sixth-form colleges and comprehensives.

Manchester is well served by a major international airport, with direct scheduled flights to many destinations in Europe as well as North America and Asia. Some of the most beautiful countryside in Europe is just short of an hour's drive from the Institute in the Peak District National Park, while the Lake District and Snowdonia in Wales are also within easy reach.





CANCER
RESEARCH
UK

Manchester
Institute

Manchester Piccadilly railway station has been refurbished and is served by inter-city and other train services – with a direct link to Manchester Airport. The network of Metrolink tram services offers an alternative mode of public transport from certain parts of the conurbation and includes connections near to the Institute.

There are three outstanding professional theatre companies, the halls of the Hallé and BBC Philharmonic orchestras, the Cornerhouse as well as other cinemas, and Europe's fastest-growing Chinatown.

Amongst the developments enriching the area's cultural life have been the opening of the Lowry Centre and Media City at Salford Quays; the opening of the Bridgewater Concert Hall; the refurbishment of the City Art Gallery; the opening of Urbis in the centre of Manchester and of the Imperial War Museum North, designed by Daniel Libeskind, in Trafford.



Trafford, specifically Old Trafford, is known internationally for sport, it is a venue for Test cricket and the home of Manchester United FC. The Commonwealth Games were held in Manchester in 2002 and were highly acclaimed. The Commonwealth Stadium became the home of Manchester City FC in 2003.





OUR BENEFITS PACKAGE

Facilities and General Discounts

We have a wide range of fantastic facilities for you including coffee shops, cafes, and restaurants in various buildings on Oxford Road, library, museum, art gallery, theatre (providing music and drama) and the world-famous radio telescope at Jodrell Bank. You can attend a varied programme of events at these, many of which are free to staff. Staff also have a plethora of discounts available to them on fitness, entertainment, restaurants, hotels, supermarkets, and online retailers.

Health and Fitness

We have a fantastic range of sports and fitness programmes across three of the best sports facilities in the city of Manchester. Each of our facilities provides something for everyone and are in convenient locations across Oxford Road, Fallowfield and all the way into the City Centre. Staff have a discounted membership to these facilities.

Wellbeing

The Institute is committed to supporting staff wellbeing and have a range of resources available. This includes a free 24/7 helpline through our Employee Assistance Programme which allows staff to talk in confidence to trained counsellors and advisers on areas like emotional, physical, and mental health.

The University's counselling service offers confidential help with any personal issues affecting work, self-esteem, relationships, sexuality, mental health and general well-being. It is accessible to all staff and is part of a wider network of help and support; and can advise on where else to seek help and make referrals to NHS mental health services.

The University's Occupational Health service provides confidential services to protect the health of staff and ensures that all health issues are effectively managed. Additionally, the Institute has wellbeing working groups and employee champions to support staff.

We offer a generous annual leave allowance of 32 days per year, (pro rata for part time staff) plus bank holidays for England. The Institute gifts an additional day's leave on Christmas Eve.

Travel

The Institute is committed to reducing its environmental impact and actively supports and promotes travel by sustainable means. We work closely with The Christie NHS Foundation Hospital to have a green travel plan that aims to provide a package of measures that increase the travel options available to staff. These options include as a Cycle to Work Scheme and annual interest-free travel loans with Northern Rail, Stagecoach and Metrolink.

Family Friendly Support

If you have childcare responsibilities the Institute can provide you with a range of support to assist you in balancing your work and home life commitments. Information is available on the government's Tax Free Childcare Scheme and The University's Workplace Nursery Scheme. We also have a range of family friendly policies and staff have the right to request to work flexibly.

Equality, Diversity, and Inclusion (EDI)

The Institute is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnicity, religion or belief, sexual orientation, marital or transgender status, age, or nationality. The Institute has an EDI committee which provides leadership, drive and strategic direction on equality, diversity, and inclusion across all parts of the Institute. The committee will seek to promote cultural change and ensure that the EDI action plan is embedded across all functions of the Institute.

Personal Development

Whether you are a research scientist, technical or operational staff, you will receive excellent on the job training and an opportunity to share skills experience and expertise in a collaborative environment. The Institute has a range of training available for support and professional development.

Disability

The Institute is committed to providing a positive working environment free from discrimination, harassment, or victimisation due to a disability where all staff are treated with respect and dignity. The Institute has access to a Disability Advisory and Support Service (DASS) which has a dedicated disability adviser for staff to provide advice, guidance and support about a range of practical adjustments in the workplace.

Pension

We have two generous pension schemes to provide benefits for you and your family. For more details, please contact the HR department.





CANCER
RESEARCH
UK

Manchester
Institute

ADDITIONAL RECRUITMENT AND SELECTION PARTICULARS

Shortlisted Candidates:

1. We will reimburse reasonable travel expenses. You need to retain all your receipts, as you will need to submit these with your expense claim form. This form will be given to you when you attend your interview.
2. If candidates require accommodation the Institute can arrange this for you. Please notify the HR Department as soon as possible so that this can be arranged on:
Tel: +44 (0)161 200 8870 or Email: jobs@cruk.manchester.ac.uk.

*Please note that reimbursement for accommodation may **not** apply.*

3. If candidates have any additional support needs to enable them to attend an interview, they will be able to request/discuss this with the HR department when arranging the interview.
4. Shortlisted candidates may be expected to complete a presentation as part of the selection process. Information regarding the duration and title of the presentation will be provided in the invitation to interview correspondence. We supply both laptop and projector for presentations.
5. All dates and times stated in correspondence from the Institute refer to UK GMT (Greenwich Mean Time).
6. Candidates need to bring along their passport to interview, a copy of which will be taken for our records, when you visit the Institute. If candidates have difficulty in producing their passport, please contact the HR Department prior to the interview on:
Tel: +44 (0)161 200 8870 or Email: jobs@cruk.manchester.ac.uk
7. MS Teams or **Zoom interview with or without presentation:**
Instances may arise where we propose to hold an online interview as a (first stage) selection process. If this is the preferred method of interview, this will be stated on your invite to interview email. You will be provided with a link and password to attend the interview at a specified time on a specified date. This



CANCER
RESEARCH
UK

Manchester
Institute

link will redirect you to your MS Teams/Zoom interview. 24 hours prior to interview we will require:

- A contact telephone number emailed to jobs@cruk.manchester.ac.uk along with a scanned copy of passport for ID purposes
- Where applicable, a copy of your presentation emailed to: jobs@cruk.manchester.ac.uk.

Please note:

You do not have to have a Zoom account to attend a Zoom interview. You will be prompted to download the software, once you have clicked on the link that you have been provided. You do, however, need to have a working microphone and camera connected to your electronic device, for this interview to go ahead.

The criteria will be consistent with all other candidates.





CANCER
RESEARCH
UK

Manchester
Institute

STANDARD CRUK MANCHESTER INSTITUTE TERMS AND CONDITIONS

The following is a basic summary of the standard terms and conditions applicable to the post you have applied for:

- The post Recruitment Officer is on a Cancer Research UK pay scale. It's on a non-scientific PI grade with a salary range of £25,000–£28,000 per annum (dependent upon experience).
- Your employment will be with The University of Manchester appointed under the Cancer Research UK Manchester Institute terms and conditions.
- Salary is paid monthly on the penultimate last working day of the month.
- There are 32 days holiday per year plus Bank Holidays for England.
- Duration of contract is non-time limited.
- Working hours are 35 hours per week.
- There is a probationary period attached to this post of 6 months. It's standard for many organisations now and consists of two 3-monthly reviews with your line manager.
- You are eligible to join The University of Manchester Pension Saver Scheme (<https://www.legalandgeneral.com/workplace/u/university-of-manchester>).
- Any offer made by the Cancer Research UK Manchester Institute would require the successful candidate to undergo a medical clearance. This is arranged with Occupational Health department at The University of Manchester prior to starting employment and consists of a basic medical. This is to address and gain clearance for any potential hazards identified for the role on offer.
- Offer is subject to receipt of satisfactory references and proof of your highest qualification.
- Offer is subject to documented evidence of your right to work in the UK under the Home Office UK Border Agency Regulations.



CANCER
RESEARCH
UK

Manchester
Institute

- Please note this role is not eligible for sponsorship under the Skilled Worker route of the Points Based System. Candidates will need to be able to demonstrate their right to work in the UK in order to be eligible to take up the post.
- The successful candidate is required to complete a Rehabilitation of Offenders/Criminal Records declaration form at the offer stage of the process. *Please note a criminal record will not necessarily be a bar to obtaining a position.*
- The Institute is promoting a green travel plan and there are staff benefits promoting this including a cycle to work scheme and the use of public transport. There are strong links to bus routes and trains to all CRUK Manchester Institute locations. More information about this can be found on our 'Our Benefits Package' page or by contacting the HR Department.

Please note there are car parking restrictions imposed around these sites.



DON'T FORGET TO FOLLOW US ON SOCIAL

MEDIA

#LifeAtCRUKMI



**CANCER
RESEARCH
UK**

**Manchester
Institute**



**THANK
YOU!**



Cancer Research UK Manchester Institute is a Research Institute within
The University of Manchester and is core funded by Cancer Research UK