Level: Developing/Skilled

Recruitment and Talent Grade 6

Typical roles: HR/Staffing Administration, Recruitment Advisory Support, Talent Coordination Support

Transferable skills and competencies

FOLLOWING INSTRUCTIONS AND PROCEDURES

WORKING WITH PEOPLE

PLANNING AND ORGANISING

(see pages 46-47)

Experiences
Activities and responsibilities likely to be required when working at this level

Supporting the activities of a recruitment/talent campaign. Understanding and following standard procedures to support recruitment and talent processes (e.g. using recruitment systems, redeployment policies, recruitment and selection policies, exit interviews, appraisal, mentoring allocations); ensuring that relevant accurate data around recruitment and talent is captured and shared, flagging data integrity issues as they arise, and requiring basic understanding and adherence to relevant legislation (Equality Act, GDPR, rights to work checks). Key administrative duties in a recruitment focused role include checking the content of a job description, circulating applications, arranging interviews, putting together interview packs and offers and managing unsuccessful candidates; supporting onboarding and induction (e.g. arranging passes and IT access); processing and checking data relating to employment and talent (e.g. HR and recruitment systems); ensuring that secondment opportunities are circulated within the area, following a process to ensure that sequencing is in place and is supporting the capturing of learning outcomes. In a specialist Talent role, activities could be supporting the design of central procedures on developmental programmes such as Erasmus+, coaching and mentoring allocations. In a specialist Recruitment role, activities could include carrying out qualification calls with candidates and conducting longlisting in line with EDI good practice.

Personal and professional development
Development options to consider when working towards this level

On the job learning

Build a basic understanding of using HR/ recruitment systems; experience of following key processes and policy/guidance with a basic understanding of the requirements that they are supporting (e.g. basic employment and immigration law).

Learning from others

Join forums/networks/ Communities of Practice in related areas to enhance own knowledge and understanding. Network/ attend events to familiarise self with wider UCL or Higher Education communities and contexts. Look for opportunities to job shadow in relevant roles.

Formal learning

Explore CIPD (Chartered Institute of Personnel and Development) or REC (Recruitment and Employment Confederation) level training related to resourcing/ talent (suggested level 3). Intermediate knowledge of Microsoft office packages (Word / Excel/PowerPoint/Outlook).

UCL Ways of Working
These describe expected behaviours in line with UCL culture and values (see pages 48-49).
For Ways of Working indicators and steps to development please refer to the Ways of Working website
www.ucl.ac.uk/human-resources/policies-advice/ways-working

Level: Independent

Recruitment and Talent Grade 7

Typical Roles: Senior Talent Coordination, Senior HR/Staffing Administration , Senior Recruitment Advisory Support

Experiences

Activities and responsibilities likely to be required when working at this level

Using knowledge and judgement to coordinate and add value to recruitment campaigns and talent-related events, ensuring that activity is reflected in Strategic Operating Plans and adhere to EDI good practice; working to translate central UCL approaches to make sense in the context of a particular department and area; Ensuring that relevant accurate data around recruitment and talent is captured and shared, flagging data integrity issues as they arise. In recruitment, gaining an understanding of needs of the campaign from the hiring manager (e.g. role requirements, budgets, recruitment channels); provide informed advice relating to the brief; Independently manage the campaign delivery through the use of relevant systems (e.g. Applicant Tracking Systems - ATS) including creating text for job descriptions and adverts (including reference to the UCL Ways of Working), liaising with external agencies and job boards; collating shortlist packs and sharing with hiring managers for review; supporting offer process by sharing details of offer with HR services for contract production; working with agencies to conduct search campaigns for senior positions; in Talent, reporting key findings and increasing visibility of activities to support talent processes (e.g. appraisal, exit interview, mentoring allocations); problem solving (e.g. resourcing and talent challenges); reporting on and highlighting issues suggested by data-led trends and themes; supporting learning outcomes on talent processes, (e.g. appraisal and probation); in specialist recruitment roles this would include end-to-end recruitment campaign management including candidate and stakeholder management, acting as the single point of contact throughout (e.g. sharing information on interview scheduling and reasonable adjustment requests); supporting the offer process by providing unconditional offer and contracts to candidates; Conducting research for executive search positions across UCL, delivering related data (e.g. relevant demographics and candidate pools). In specialised Talent roles, supporting the design of central procedures and mobility programmes (e.g. Erasmus Plus).

Personal and professional development

Development options to consider when working towards this level

On the job learning

Build an understanding on how to take briefing from hiring managers and translate these into compelling recruitment adverts; experience of pro-actively sourcing for candidates through social recruitment channels e.g. LinkedIn; build an understanding of relevant labour markets and candidate pools; build familiarity with relevant key UCL initiatives e.g. Ways of Working. Build familiarity of systems and processes, e.g. Recruitment Applicant Tracking System (ATS).

Learning from others

Seek out forums/ networks/Communities of Practice in related areas to enhance own knowledge and understanding. Work closely with assigned faculty/ department to understand specific recruitment challenges and create credible and trusted relationships.

Formal learning

Explore CIPD (Chartered Institute of Personnel and Development) or REC (Recruitment and Employment Confederation) level training related to resourcing / talent (suggested level 5).

UCL Ways of Working

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Transferable skills and competencies

DEVELOPING RESULTS AND SETTING CUSTOMER EXPECTATIONS

DECIDING AND INITIATING ACTION

LEARNING AND RESEARCHING

(see pages 46-47)

Level: Advanced

Recruitment and Talent Grade 8

Typical Roles: HR Business Partnering, HR/Recruitment Management, Talent Consultancy

Transferable skills and competencies

LEADING AND SUPERVISING

ENTREPRENEURIAL AND COMMERCIAL THINKING

ADAPTING AND RESPONDING TO CHANGE

(see pages 46-47)

Experiences

Activities and responsibilities likely to be required when working at this level

Developing an understanding of relevant labour markets (e.g. Engineering) and of current skills, anticipated future skills, planned workforce adjustments (e.g. maternity covers) within area of responsibility (e.g. department); able to use workforce planning to identify current tactical recruitment and talent needs within area of responsibility and routes to markets (where and how to advertise); understanding of HERA frameworks - grading new jobs through cross referencing HERA to job descriptions; creating plans around support for apprentice assessment and development; ensuring that the UCL Ways of Working and core behaviours are embedded within approaches. In a specialist recruitment role (e.g. Unitemps): Responsibility for managing KPIs, adherence to SLA (Service Level Agreements) and a team of recruiters within area of responsibility, ensuring adherence to EDI best practice, tracking recruitment diversity trends, designing and selecting appropriate assessment approaches. Run and manage cost-effective internal executive search campaigns that deliver high-quality appointments within candidate-focused process - managing candidates, stakeholders and salary negotiations; In a specialist Talent role: navigating interventions on coaching requirements to resolve a range of issues (e.g. new roles, conflict, well-being); Planning performance and developmental support based on appraisal (or other) data, or line manager request for input; Providing advice and support on succession and resource planning; Raising awareness of, and integrating UCL people planning activities with departmental contexts;

Personal and professional development

Development options to consider when working towards this level

On the job learning

Familiarise yourself with the workforce planning principles, building an understanding on how to employ various methods to support resource planning; gain experience of managing a team of recruiters/administrators and demonstrating adherence to KPIs build experience of executive search recruitment including candidate and stakeholder relationships take opportunities to design or observe assessment and selection approaches gain familiarity with financial and line management approaches.

Learning from others

Taking an active role in or creating forums/networks/Communities of Practice in related areas to enhance own knowledge and understanding. Maintain and manage multiple candidate and stakeholder relationships; job shadowing to gain experience in managing others.

Formal learning

Explore CIPD (Chartered Institute of Personnel and Development) or REC (Recruitment and Employment Confederation) level training related to resourcing/talent (suggested level 5). Attend training related to financial and line management (e.g. Managers toolbox)

UCL Ways of Working

These describe expected behaviours in line with UCL culture and values (see pages 48-49).
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www.ucl.ac.uk/human-resources/policies-advice/ways-working

Level: Senior

Recruitment and Talent Grade 9

Typical Roles: Head of Function; Recruitment, Resourcing, Talent

Experiences

Activities and responsibilities likely to be required when working at this level

Play a key role in ensuring UCL has the right people with the right skills in the right roles at the right time. Develop a broad understanding of labour markets across a number of sectors and industries understanding of relevant labour markets (e.g. Engineering) and of national/ international challenges to current skills, anticipated future skills at an organisational level. Able to create and use new methods of workforce planning tools and formulating pan-institutional strategies to compete across multiple labour markets. Able to lead operational teams of recruiters and develop KPIs. Oversees performance reviews, ensuring high completion rates and that outcomes are of a high quality. Identifies people who fully demonstrate UCL Ways of Working and inspirational leaders. Works to ensure there are consequences to the extreme cases of high performance and sub-optimal performance. Identifies key strategic developmental themes with the population, managing interventions as well as coordinating succession-planning programmes. Will work to ensure visibility of key contributors (staff who have high potential and/or have skills/expertise that are critical to UCL's future), and that development/retention/knowledge management plans are in place. Oversees learning and development nominations. Will lead in the development of inclusive people practices and will attend to interventions required for under-represented groups and skills shortages, such as technical skills per UCL's Technician Commitment and securing local responsibilities for recruiting and onboarding entry level apprentices. Designing recruitment and talent strategies in line with best practice EDI guidance, working with UCL stakeholders to implement initiatives to improve and simplify the recruitment and talent experiences across the organisation; Defining and role-modelling organisational principles and values, ensuring that UCL leads the way in fair and inclusive practices and processes relating to talent and recruitment; working with stakeholders to implement positive action initiatives, where appropriate, to support UCL 2034 goals.

Personal and professional development

Development options to consider when working towards this level

On the job learning	Learning from others	Formal learning
Expand current knowledge of labour market by overlaying with institutional understanding; experience of developing KPIs relevant to organisation and aligned with best practice.	Taking an active role in or creating forums/ networks/Communities of Practice in related areas to enhance own knowledge and understanding. Maintain and manage strategic stakeholder relationships.	Explore CIPD (Chartered Institute of Personnel and Development) or REC (Recruitment and Employment Confederation) level training related to resourcing/ talent (suggested level 7).

UCL Ways of Working

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Transferable skills and competencies

PERSUADING AND INFLUENCING

ADHERING TO PRINCIPLES AND VALUES

FORMULATING STRATEGIES AND CONCEPTS

(see pages 46-47)