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# Recruitment Administrator Candidate Information

December 2024

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## The Institute of Cancer Research

### About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public.

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We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

### Recruitment, Human Resources

The Recruitment Team is an integral part of the HR Operations function, alongside the Reward and Information Team (including Pensions) and two Advisory teams. We recognise that talented, passionate individuals are the driving force behind ICR's success. The Recruitment Team is dedicated to attracting and selecting outstanding talent to support the ICR's mission, providing a seamless and professional experience for candidates and hiring managers alike. By delivering both operational and strategic recruitment support, we ensure that the right people are in place across the ICR to drive our research and innovation forward.

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### Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



#### **Pursuing excellence**

We aspire to excellence in everything we do, and aim to be leaders in our field.



#### **Acting with Integrity**

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



#### **Valuing all our people**

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



#### **Working together**

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



#### **Leading innovation**

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



#### **Making a difference**

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.

# Recruitment Administrator

## Candidate Information

### Job description

<b>Department / division:</b>	HR Operations (Recruitment) Human Resources Directorate
<b>Location:</b>	Sutton, Surrey
<b>Pay grade / staff group:</b>	Professional Services 6
<b>Hours / duration:</b>	Full time (35 hours per week) Monday to Friday
<b>Reports to:</b>	Recruitment Advisor
<b>Main purpose of the job:</b>	To provide a high quality, professional and customer focussed recruitment administrative service, in line with established service level agreements (SLAs).

### Duties and responsibilities:

#### Recruitment Administration

To support the administration of our recruitment and selection processes, ensuring that managers are provided with appropriate advice, information and documentation including but not limited to preparing, checking and proof-reading advertisements, and placing job advertisements on both ICR portals and job boards or liaising with external/third party suppliers/recruitment partners as required.

To be the first point of contact for recruitment queries from both external and internal parties.

To support the administration of interview arrangements and advising on and maintaining/updating the E-recruitment system as required.

To maintain up-to-date and accurate records of new joiners and their progress during the pre-boarding process and advising recruiting managers and the HR Advisory Teams as appropriate.

To ensure that all relevant pre-employment checks are completed prior to an employee's start date, including employment references, health clearance, verification of qualifications and checks in relation to the right to work in the UK.

Be the key liaison with our Occupational Health service regarding pre-employment health clearance of new joiners.

Provide candidates with the appropriate documentation and information to support their visa and sponsorship applications and that progress is monitored, and line managers kept informed.

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### Contracts Administration

Ensure that new electronic employee folders are created promptly and consistently and that all pre-employment check information is saved in the relevant sub-folders.

Draft and issue contracts of employment, ensuring all supporting documentation is complete.

Ensure all relevant information relating to new starters is tracked and kept up to date and shared with the HR Advisory team to ensure a smooth handover of the new starter process once a signed contract has been received.

### General

To code, prepare and obtain authorisation for invoice payments in relation to recruitment costs, eg advertising, verification checks, etc.

To set-up new starter records on the HR Database in a timely manner.

To maintain records of recruitment-related costs.

To take and distribute notes of the HR Operational Team meetings and other meetings as required.

To support the HR Operations Team with projects, audits and general administrative activities as appropriate.

To assist with answering telephone calls within the department.

To be familiar with the ICR's approach towards risk management including its policies and procedures, which require all staff to play an active part in identifying and managing risk.

To undertake any other duties, consistent with the nature and grade of the post that may be required to deliver the organisational and HR strategies.

**This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future needs or development.**

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### Person specification

#### Education and Knowledge

GCSE Maths and English, or equivalent	E
CIPD certification	D

#### Skills

Ability to produce work to a high-quality standard	E
Good attention to detail and accuracy	E
Ability to use initiative and make sound, well-considered decisions, and judgements	E
Flexible approach to work and in dealing with a range of different stakeholders/demands	E
Excellent team player	E
Excellent customer service skills	E
Excellent administrative and organisational skills	E
Excellent communication skills, including written communication	E
Excellent interpersonal skills and ability to quickly build and sustain effective relationships	E
Up-to-date knowledge of HR best practice and a general understanding of key employment and related legislation	D

#### Experience

Experience of managing a high-volume workload with conflicting demands and working to tight deadlines	E
Experience of using an e-recruitment system within an HR department or similar (preferably Eploy)	E
Experience of contract and/or formal correspondence administration	E
Experience of effective records management including maintaining and updating electronic records, databases etc.	E
Relevant related administrative experience gained within an academic, not-for-profit sector or NHS	D

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Relevant best practice recruitment administration experience	D
Diary management experience	D
Experience of servicing meetings, including note taking	D

### General

Ability to maintain confidentiality and deal with sensitive matters	E
Self-motivated, ability to work independently, resilient in dealing with a challenging environment	E
A commitment to diversity and equal opportunities in employment and service delivery	E
An interest in cancer research	D

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### Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining (pro-rotta for part-time staff). This will increase by a further day after 2 years' and 5 years' service. All staff receive an additional three days at Christmas.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

#### **Further information**

You may contact the recruitment team for further information by emailing [recruitment@icr.ac.uk](mailto:recruitment@icr.ac.uk). This job description reflects the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.