



Recruitment Advisor Candidate Information

March 2022

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 top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

We have charitable status and rely on support from partner organisations, charities, donors and the general public.

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

HR Operations, Human Resources

The HR Operations team includes the Recruitment Team, the Reward and Information Team (including Pensions) and two Advisory teams.

We know that talented, brilliant, passionate people lie at the heart of the ICR. The Human Resources Directorate provides the policies, procedures, systems and people management infrastructure to recruit, retain, motivate and develop our people to achieve their full potential. We offer both operational and strategic support to teams across the ICR.

Our mission
is to make the
discoveries that
defeat cancer.

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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.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

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Job description

Department / division: HR Operations (Recruitment)
Human Resources Directorate

Pay grade / staff group: Professional Services 5

Reports to: HR Recruitment Manager

Main purpose of the job: To provide a high quality, professional and customer-focussed recruitment service across the organisation, in line with HR policies and procedures and agreed service levels.

Duties and responsibilities:

Recruitment and Selection

Ensure that recruiting managers are familiar with relevant policy, procedure and legislation in relation to recruitment and selection.

Ensure that recruiting managers provide all relevant recruitment documentation e.g. Funding Authorisation Forms, job descriptions, person specifications, advertisement copy, Job Hazard Identification Forms etc, in a timely manner to ensure high quality processes are followed.

Provide guidance and advice to recruiting managers on the best place to advertise roles, including ICR's intranet, website, external jobsites, online and paper-based media and recruitment agencies.

Upload vacancy details to WCN on behalf of Recruiting Managers as appropriate and ensure that candidate statuses and selection outcomes are updated in a timely manner.

Ensure the accuracy of advertisements either on-line and/or in print, and effective and timely liaison with external advertising agencies and/or other media providers.

Ensure candidates who may be eligible for redeployment are considered for any suitable vacancies before advertising externally.

Participate in selection interviews, as and when required

Ensure that the ICR's obligations in relation to Visa and Immigration documentation are met.

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

Liaise with Procurement and Finance to manage the ICR's Preferred Suppliers List and ensure that the best rates, candidate quality and terms and conditions are negotiated.

Ensure that recruitment and selection processes are followed as per policy and that managers are provided with all appropriate documentation and guidance.

Keep HR Advisors and HR Administrators fully informed of recruitment campaign progress and ensure that all necessary information is shared so that contracts may be prepared and sent promptly once a verbal offer is made/accepted.

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Ensure agreed Service Level Agreements and quality standards are met in relation to Recruitment service delivery.

Respond promptly and appropriately to customer feedback relating to service provision.

Policy Development

To develop, review and implement recruitment-related policies, procedures and guidance documents, To contribute towards the development, review and implementation of recruitment-related policies, procedures and guidance documents, ensuring legal compliance and best practice.

To disseminate information on new and updated policies and procedures to line managers and staff and members of the HR department as appropriate and provide guidance and training where required.

Line Management

To manage the performance of the Recruitment Administrator throughout the year via regular 1:1 meetings and the annual appraisal process, ensuring that meaningful objectives are set and reviewed for relevance regularly and that appraisals are carried out promptly

To identify the development needs of the Recruitment Administrator, defining and regularly reviewing their development plan and working with the HR Manager and Heads of HR Operations and Learning & Organisational Development to identify appropriate learning and development interventions.

To provide opportunities for the Recruitment Administrator's career and personal development through coaching and mentoring.

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Other Duties

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| To participate in HR Operations team meetings and to attend other meetings as required |
| To keep up to date with legislative changes and developments in Recruitment best practice |
| To provide support to the HR Managers and Head of HR Operations as required |
| To undertake HR projects to progress the work of the department. |
| To provide support to and occasional cover for HR colleagues as appropriate. |

General

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| All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations. |
| 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. |
| You are expected to challenge or report inappropriate or unacceptable behaviour in the workplace, including that which may be deemed to be discriminatory or which is not in accordance with the ICR's Values, and to behave in accordance with the ICR's Values yourself. |
| To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated. |
| Any other duties that are consistent with the nature and grade of the post that may be required. |
| 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 changes or development. |

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Person specification

Education and Knowledge

Educated to degree level or equivalent	D
Demonstrable understanding of best practice recruitment selection and assessment methods and approaches	E
Good demonstrable working knowledge of current employment law and best HR and employment practices and principles	E
At least part-qualified membership status of the CIPD	D

Skills

Ability to communicate effectively with managers and staff at all levels of the organisation.	E
Ability to use initiate and work flexibly when dealing with a range of stakeholders	E
Demonstrate working collaboratively within own Team and with stakeholders	E
Excellent interpersonal skills which enable the post-holder to quickly develop effective working relationships and establish credibility.	E
Ability to line manage staff effectively.	E
Excellent IT skills including Outlook, Word and Excel.	E
Ability to produce work to a high standard.	E
Excellent accuracy and attention to detail.	E
Ability to work pro-actively to meet and manage stakeholder expectations	E

Experience

Comprehensive recruitment experience, including participation in selection interviews and coaching and supporting managers at all levels on recruitment related issues	E
Experience of running an end-to-end, centralised recruitment service.	E
Experience of managing Tier 2 and Tier 5 visas applications and in advising managers and staff and prospective staff on relevant processes	E
Experience of using online applicant tracking systems (ATS) effectively to manage campaigns.	E
Experience of working within a multi-disciplinary HR Team.	E
Experience of managing a high volume workload and working to tight deadlines.	E
Experience of contributing to the development and reviewing HR policies and procedures.	E
Experience of first-line people management.	E

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Recruitment experience gained in an academic, NHS or not-for-profit organisation.	D
Experience of recruiting scientific, clinical and research staff	D
Experience of implementing innovative recruitment initiatives.	D
Experience of participating/contributing to cross-functional projects.	D
Experience of managing a Preferred Suppliers List	D
Experience of working within service level agreements.	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. This will increase by a further day after 2 years' and after 5 years' service.

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 season tickets 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, at our Sutton site, access to a gym and sporting facilities.

Further information

You may contact Jessie Suganthy, HR Recruitment Manager for further information by emailing jessie.suganthy@icr.ac.uk