



Recruitment Manager Candidate Information

January 2023

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 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 3

Hours / duration: Full time (35 hours per week)
Monday to Friday

Reports to: Deputy Director, HR Operations

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

To liaise closely with the HR Advisory Teams, keeping abreast of possible future vacancies early and sharing knowledge of business areas to help inform campaigns and accomplish the best outcome.

To keep recruiting managers and HR colleagues abreast of recruitment campaign progress, raising awareness of any potential issues or delays to start dates.

To manage relationships with service providers such as recruitment agencies, online job sites, social media websites and other advertising media, negotiating competitive rates and arrangements with providers.

To assist the Recruitment Team with complex queries regarding funding in relation to recruitment.

To ensure that the ICR's obligations in relation to Visa and Immigration documentation are met and that as an 'A' rated Tier 2 visa sponsor we comply fully with our responsibilities. Ensure that you are up to date with any changes in legislation or issues in connection with visas and sponsorship.

To participate in the ICR and Royal Marsden's Race, Ethnicity and Cultural Heritage (REACH) Forum and provide advice, guidance and training to recruiting managers on related subjects such as increasing diversity across the workforce and avoiding unconscious bias.

To provide advice and guidance to recruiting managers in relation to the use of agencies for temporary and permanent recruitment.

To participate in selection interviews as and when required.

To liaise closely with HR colleagues, keeping up to date with information about any staff in redeployment who may be eligible to apply for advertised vacancies and ensuring that staff on the priority notification list are made aware of any opportunities for which they may be eligible.

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Centralised recruitment services

To manage a full, end-to-end recruitment service for all recruiting managers, evaluating feedback from key stakeholders and addressing opportunities for improvement.

Ensure that all policies, procedures, templates, guidance, workflows and other related documents are kept up to date and are reviewed and updated accordingly.

To ensure the effective implementation of the ICR's online applicant tracking system, providing advice and guidance to end users, creating ICR-relevant guidance documents where necessary, making recommendations for the adoption of new functionality available and overseeing the testing of upgrades.

To work closely with the Research Operations team in relation to Faculty recruitment.

In liaison with the Deputy Director, HR Operations and the Recruitment Team, create and agree Service Level Agreements across the organisation. Ensure agreed Service Level Agreements and quality standards are met in relation to HR Operational service delivery.

Take action to improve services where performance falls below acceptable standards, respond promptly and appropriately to opportunities for improvement and customer feedback, taking action where necessary to investigate issues arising and identifying ways in which service provision can be improved, in consultation with the business, HR colleagues and other departments as appropriate.

Policy Development

To develop, review and implement recruitment-related policies, procedures and guidance documents, ensuring legal compliance and best practice and consideration of ICR Values.

To disseminate information on new and updated policies and procedures to line managers and staff and to HR colleagues as appropriate, and provide guidance and training where required.

To manage the timetable for review and revision of recruitment policies, ensuring that reviews and revisions are carried out in a timely manner and that Equality Impact Assessments are completed; manage the revision of associated documentation and ensure that major changes are submitted promptly for approval by the appropriate committee.

To ensure that revised policy and documentation is uploaded to the ICR's intranet and approved in a timely manner and to liaise with Communications colleagues on the best ways of raising awareness of new policies or changes to existing policies and procedures.

To ensure that our website and intranet pages in relation to Recruitment are kept up to date, accurate and engaging, and ensure that out of date information is archived appropriately.

Line Management

To manage the performance of your team throughout the year via regular 1:1 meetings, and the annual appraisal process, carrying out appraisals promptly and ensuring appropriate objectives are set and reviewed for continued relevance.

To identify the development needs of your team, defining and regularly reviewing their development plan and liaising with the Deputy Directors of HR Operations and Learning & Organisational Development to identify appropriate learning and development interventions.

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Other Duties

To participate in Job Evaluation Panels, ensuring that associated documentation for posts on the Professional Services grades and (where appropriate) Scientific Professional grades are of a high quality before submission to the Job Evaluation panel.

To participate in the HR Management Team's planning meetings and HR Operational Team Meetings, and to attend other meetings as required.

To keep up to date with legislative changes and developments in recruitment best practice.

To undertake HR projects to progress the work of the Recruitment Team and the wider department and provide support to the Deputy Director, HR Operations as required.

General

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	E
Good working knowledge of current employment law and best practice, particularly in relation to recruitment, such as Certificates of Sponsorship, right to work, visa requirements etc.	E
Awareness of the HR issues affecting the academic, NHS and not for profit sectors.	E
Awareness of recruitment challenges within the sector and ability to demonstrate successful initiatives undertaken to recruit to hard to fill roles.	D
Fully qualified Member of the Chartered Institute of Personnel and Development.	D
Awareness of the Athena SWAN Charter for Women in Science.	D

Skills

A high standard of written and verbal communication skills, and the ability to communicate effectively with managers and staff at all levels of the organisation.	E
Demonstrable evidence of the ability to influence key stakeholders.	E
Excellent interpersonal skills which enable the post-holder to develop effective working relationships quickly and to establish credibility.	E
Ability to manage staff effectively.	E
Excellent IT skills including Outlook, Word and Excel.	E
Ability to produce work to a high standard, with excellent accuracy and attention to detail.	E

Experience

Extensive recruitment and selection experience, including having worked with external service providers such as recruitment agencies, social media providers, online jobsite providers and press advertising.	E
Experience of running an end-to-end, centralised recruitment service.	E
Experience of working with visa and sponsorship requirements.	E
Experience of using online applicant tracking systems (ATS), including managing and implementing upgrades and additional functionality and carrying out user application testing.	E
Recruitment experience gained in an academic, NHS or not-for-profit organisation	E

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Experience of delivering training to hiring managers and ATS users and creating user guidance.	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 developing, implementing and reviewing HR policies and procedures.	E
Experience of first-line people management.	E
Experience of achieving value for money from external recruitment suppliers.	E
Recruitment experience gained in an academic, NHS or not-for-profit organisation.	D
Experience of implementing innovative recruitment initiatives.	D
Experience of conducting Job Evaluations.	D
Experience of leading or participating in cross-functional projects.	D
Experience of presenting at team meetings.	D
Experience of working with externally funded employment contracts.	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 Jacqui Bailie, Deputy Director, HR Operations for further information by emailing jacqui.bailie@icr.ac.uk