

Job Title: Recruitment Advisor

Unit/School: People Services

Grade: 5A/B

HERA: HR47

Core purpose of role

As a Recruitment Advisor, you will be instrumental in delivering and enhancing our staff recruitment service. By attracting and recruiting the right talent, you will support the University in continuing to provide an exceptional service to staff, students, and service users.

You'll use your recruitment expertise to provide a first-class recruitment experience for both candidates and hiring managers. Through trusted advice, hands-on guidance, and proactive support, you'll drive excellence across every stage of the recruitment lifecycle.

Key responsibilities and contributions

1. Actively participate in and support every stage of the recruitment lifecycle from campaign planning to offer and onboarding, ensuring a first-class candidate and hiring manager experience.
2. Design, create and post attractive job adverts and marketing materials for internal and external job boards.
3. Use social media and professional networks to further the Cardiff Met brand and opportunities available within the university to a wide range of audiences.
4. Proactively use databases and social media to actively source, identify and approach candidates for opportunities within the university.
5. Provide advice and guidance on all aspects of the recruitment lifecycle to ensure the University appoints the very best talent.
6. Lead campaign planning discussions with hiring managers, defining sourcing strategies and advising on the best routes to attract talented individuals to our opportunities, ensuring all recruitment campaigns are conducted using fair, robust and evidence-based processes.
7. Support and guide hiring managers to understand their role and responsibilities in relation to recruitment, including delivering recruitment & selection training.
8. Work with colleagues across the University and external organisations to identify opportunities to showcase the University as an employer of choice, helping to further



strengthen our workforce that is diverse and inclusive by participating in employer branding development initiatives.

9. Support the procurement of, and develop trusted relationships with recruitment partners, agencies and head-hunters to support to acquisition of talent. Ensure that the University consistently receives good value for money from the services it uses.
10. Proactively monitor recruitment activity to identify opportunities for improvements and lead projects through to implementation, enhancing the overall service.
11. Use data to inform resourcing decisions, track the candidate experience throughout the recruitment and onboarding processes to ensure continuous improvement and provide support and guidance to candidates ensuring the timely resolution of queries.
12. Act as a diversity and inclusion champion within the business, use available data to drive inclusive initiatives and ensure that all employee decision is considered from an ED&I perspective.

Person specification

Essential qualifications / Professional memberships

- Educated to degree level in a relevant subject such as Human Resource Management, Business Management, Law, or equivalent.

Essential experience, knowledge and skills

1. Experience of advising stakeholders on recruitment best practice and approaches across the full recruitment cycle, ensuring fair, robust and evidence-based processes throughout.
2. Experience of leading recruitment campaigns across a broad range of positions, providing a proactive and responsive service attracting high-quality, diverse candidates and achieve timely hires.
3. Experience of designing and delivering inclusive, bespoke marketing campaigns to attract talent to the University.
4. Experience of conducting direct resourcing activities and engaging prospective candidates, with a strong understanding of resourcing strategies and tools including digital recruitment platforms and social media.
5. Excellent organisational and prioritisation skills, able to manage multiple simultaneous recruitment campaigns without compromising on quality and delivery.
6. Excellent interpersonal and presentation skills, with the ability to engage with and influence stakeholders at all levels.
7. Excellent written communication and literacy skills able to develop recruitment marketing material and communicate with candidates and stakeholders at all levels.
8. Ability to build meaningful and purposeful relationships with internal and external stakeholders to further the brand and interests of the University and demonstrate the organisation as an employer of choice.
9. Ability to proactively interpret and use data to inform resourcing decisions, identify opportunities for improvement, and communicate insights effectively to a range of audiences.
10. Ability to lead recruitment-related initiatives through to implementation, supported by strong planning skills, using initiative to identify solutions and maintain a high level of attention to detail.



11. Strong digital and IT literacy, with experience of using recruitment systems and platforms to deliver an effective service, and the confidence to adopt new technologies and approaches to enhance the experience for hiring managers and candidates.
12. Solid and up to date knowledge of employment legislation that underpins the recruitment, selection and onboarding processes, with the ability to confidently interpret and communicate this to stakeholders at all levels.

Desirable

1. Knowledge of UK Visa and Immigration rules.
2. CIPD Associate level qualification with CIPD membership.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.	Desirable	Desirable	Desirable	Desirable
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.