

Job Description

Title:	Internal Recruitment Officer
Salary:	£26,500 - £29,000 per annum
Hours:	Full time (37.5 hours per week)
Location:	Unitemps Office, based within the Student Life Building. Mobility between locations will be subject to the exigencies of the service

Connecting Students with Opportunity. Contributing to LJMU's success

Liverpool John Moores University is seeking a motivated and organised Internal Recruitment Officer to join the Unitemps team.

Unitemps is the University's recruitment service, providing flexible employment opportunities for students and graduates while supporting university departments with high-quality temporary staffing solutions.

This role will focus primarily on internal account management, working closely with university departments to understand their staffing needs, deliver recruitment solutions, and ensure an excellent level of service for both hiring managers and candidates.

Provide support to the External Recruitment Consultant and their portfolio where required

Liverpool John Moores University runs an on-campus temporary recruitment solution, Unitemps, through its wholly owned subsidiary Liverpool John Moores Recruitment Agency Ltd. The Unitemps franchise was created in 1997 by the University of Warwick and the network now operates in 22 universities in the franchise network across the UK. The unique ethos means we have a brilliant working environment which is driven by improving the student experience, and is not based on commission.

This is a key role requiring the ability to work largely independently, often on your own initiative, juggling multiple tasks and working to tight time pressure. You must represent both Unitemps and the University in a highly professional manner at all times, up to Senior Management level.

The Role

As a Recruitment Officer, you will act as a key point of contact for university departments, managing recruitment activity and building strong relationships with internal stakeholders.

You will oversee the full recruitment process, ensuring roles are filled efficiently while supporting students and graduates in accessing meaningful work opportunities.

Key Responsibilities

Internal Account Management

- Build and maintain strong relationships with university departments across LJMU

- Act as the primary point of contact for hiring managers regarding temporary staffing needs
- Provide advice on recruitment processes, pay rates and role requirements
- Manage a portfolio of internal client accounts and ensure a high level of service delivery
- Conduct regular meetings with departments to understand workforce requirements, propose solutions and plan recruitment activity
- Deliver Lecture Talks and support employability within curriculum

Recruitment Delivery

- Manage the full recruitment cycle for temporary and permanent roles
- Write and advertise vacancies through the Unitemps platform
- Screen and shortlist applications against agreed criteria
- Arrange interviews and support hiring managers throughout the selection process
- Provide guidance and interview preparation support to candidates
- Ensure compliance checks including right-to-work verification and references are completed

Candidate Support

- Support students and graduates in registering with the Unitemps service
- Provide job search advice and guidance on employment opportunities
- Maintain regular communication with candidates to ensure a positive experience

Finance & Administration

- Process timesheets and support payroll preparation
- Raise purchase orders and process invoices
- Manage DBS , Orders, ID and Pro Forma Payments
- Maintain accurate financial records and support budget monitoring
- Ensure recruitment and payroll processes are completed accurately and on time

Service Promotion

- Promote the Unitemps service internally across the University
- Support occasional external engagement and networking activity where required
- Assist with events such as Freshers' fairs, open days and internal promotional activities

Note: LJMU Recruitment Agency is a wholly owned subsidiary of LJMU and is subject to its own unique terms and conditions of employment to those of its parent organisation.

Person Specification

Introduction

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The order of criteria listed should not be taken to imply their relative importance. Paid and unpaid experience may both be relevant.

REQUIREMENTS The post-holder must be able to demonstrate:	Essential (E) or Desirable (D)	Tested via Application – A Interview – I Test - T
Substantial previous sales, recruitment or Account management experience	E	A, I
Strong relationship management and stakeholder engagement skills	E	A,I
Strong organisation and time management	E	I
Excellent communication and interpersonal skills	E	A, I T
Well-developed numeracy and financial literacy skills. Prior experience of financial processing, budget monitoring & financial administration is an advantage	E	A, I T
Strong interpersonal skills with the ability to deal effectively at all levels, up to and including senior management level	E	A I
Ability to work independently and manage competing priorities	E	A
Knowledge of specialist recruitment databases (e.g. ADAPT) and market research software	D	A
Ability to work on own initiative to prioritise workload, meet tight deadlines and juggle multiple tasks effectively. The role will involve a high level of independent decision-making	E	A I T
An understanding of the complexities of employment legislation and recruitment compliance	D	A
Good standard of education, to A-Level/BTEC (or equivalent) or beyond	E	A
Degree or equivalent qualification	D	A
Experience working in a recruitment or HR environment	D	A