



## Recruitment Administrator

<b>Job level</b>	2	<b>Reports to</b>	Recruitment Manager
<b>Directorate</b>	People	<b>Function</b>	People Partnering
<b>Contract</b>	Permanent	<b>Location</b>	Regent's Park (with up to two days per week onsite)

### Responsibility for

<b>Direct line reports</b>	0	<b>Responsibility for other resources</b>	Access to confidential data
<b>Financial resources</b>	0		

### Our vision and mission

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

### Purpose of the role

This role's purpose is to support ZSL by delivering efficient recruitment administration and support candidates, hiring managers, and system users through a complete recruitment cycle. This role will ensure fair and equitable recruitment is administered using ZSL policy and guidance from attraction through to onboarding.

### Key responsibilities

- Act as the first point of contact for general candidate and manager queries by monitoring the shared recruitment inbox and responding efficiently to queries with signposting and guidance on reasonable adjustments, references, jobs, and applicant tracking system access.
- Contribute to the development of recruitment procedures and practices through sharing experience and lessons learnt on current practice and by continually looking to make systems more effective and efficient
- Administer and maintain the recruitment cycle efficiently and effectively, ensuring that information is accurate and to the highest standards
- Ensure the accurate and compliant maintenance and coordination of the applicant tracking system (Eploy), including shared email inbox in line with data protection policies and GDPR regulations

- Work closely with the HR administration function to manage a smooth transition for candidates into the onboarding processes, ensuring effective compliance and safer recruitment checks.
- Collaborate with hiring managers to process role adverts, including creating engaging adverts and ensuring all information is accurate, and advertising the positions on job boards as required
- Advise hiring managers on recruitment best practice using ZSL policy and procedure
- Provide 1:1 support to train and coach managers on the use of applicant tracking system, recruitment practises, safe and fair recruitment
- Maintain a good working knowledge of all HR assistant activities completed within the team and to provide cover across the unit during periods of annual leave, sickness, and other absences/breaks.
- Maintain Home office administration and sponsorship administration
- Contribute to the culture of ZSL by supporting wider People initiatives such as well-being events, reward and benefit promotion and EDI programme (e.g. inclusive recruitment).

The duties and responsibilities described are not a comprehensive list and additional tasks maybe assigned from time to time that are in line with the level of the role.

## Person Specification

Experience	
Essential	<ul style="list-style-type: none"> <li>• Previous experience in delivering high-quality administrative roles, preferably within a Recruitment, HR, or people-focused team.</li> <li>• Previous experience of using applicant tracking systems to manage the recruitment cycle (Eploy or iTrent would be an advantage)</li> <li>• Experience in handling confidential employee data in line with GDPR standards</li> <li>• Educated to A level standard or equivalent qualification</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Working towards a HR qualification, such as CIPD Level 3, would be an advantage</li> </ul>
Knowledge and skills	
Essential	<ul style="list-style-type: none"> <li>• Able to work efficiently and effectively, engaging over Teams and email</li> <li>• Able to liaise effectively with candidates and managers across ZSL through excellent written and oral communication</li> <li>• Proven skills in using MS office packages, such as Outlook, MS Teams, Excel and PowerPoint</li> <li>• Good understanding of basic UK employment legislation, HR best practice, and regulations and able to guide or signpost accordingly</li> <li>• Able to problem solve and seek efficiency and effectiveness in every-day administrative tasks and processes within the team</li> </ul>

Desirable	<ul style="list-style-type: none"> <li>• Able to demonstrate high accuracy and attention to detail</li> <li>• Prior knowledge of attracting talent and the tools to do so</li> </ul>
<b>Additional requirements</b>	
Essential	<ul style="list-style-type: none"> <li>• This post is a blended role for office and home working; up to two days per week in the office is required.</li> <li>• Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)</li> </ul>