

Professional Services Recruitment

What they do:

- > Approve funding before a post is advertised (1st fund check)
- > Approve funding before an offer letter is sent to the successful candidate (2nd fund check)

Team Financial Planning and Analysis Team, Finance Division

Role FP&A Manager

What they do:

- > Check vacancy details and inform HR Administrators the vacancy is ready to advertise
- > Will approve the first fund check after it has been approved by Finance
- > Approve the 2nd fund check initially before it is sent to Finance to approve

Team HR Partnering Team – Advisers

Role HR Adviser

What they do:

- > Publish the vacancy on the LSE jobsite as well as other websites and media as appropriate
- > Assist with queries such as adding or amending panel members
- > Troubleshooting queries, and will escalate these as appropriate
- > Provide 1:1 support and advice via telephone and email on how to use the system

Team HR Operations

Role HR Administrator

What they do:

- > Guidance for starting salaries outside of salary guidelines
- > Guidance for starting salaries outside of the 'standard range'
- > Complex recruitment queries
- > Pro-Director recruitment (Head of HR Partnering)

Team HR Partnering

Role Allocated HR Partner

What they do:

- > E-recruitment system maintenance and data reports
- > Updates to application forms, email templates and process routes
- > Support for system workflows
- > Creating and amending posts on the HR system to support recruitment
- > User access
- > Resolving technical issues through the EngageATS Service Desk

Team HR Information and Systems Team

Role HR Information and Systems Manager

What they do:

- > Guidance, tools and learning opportunities for hiring managers
- > Lead contact with temporary recruitment supplier
- > Updates the e Recruitment Champions on the intranet
- > Provides professional services staff recruitment policy and procedure advice
- > Gathers feedback on a yearly basis on the e Recruitment system and recruitment process to feed into our continuous improvement programme
- > Is responsible for monitoring reviewing and embedding recruitment KPIs

Team HR Operations

Role HR Operations Manager

What they do:

- > Agrees band 9 and 10 starting salaries
- > Report to senior appointments on the use of search consultants etc.

Team Director

Role Director of Human Resources

What they do:

- > Run School's recruitment and selection courses
- > Supports the recruitment and development of staff through apprenticeships
- > Holds a record of vacancy managers/Chairs that have been trained on Recruitment and Selection and updates the information on the intranet

Team Organisational Learning

Role Organisational Learning Consultant

What they do:

- > Sets and monitors LSE's talent attraction strategy
- > Manage relationship with advertising suppliers
- > Manage LSE jobsite

Team HR Policy

Role Senior HR Policy Adviser

What they do:

- > Manage the Tier 2 and Tier 5 visa application process
- > Compile evidence that the recruitment process is compliant with sponsorship rules
- > Advise HR Advisers and HR Administrators on Tier 1 visas and immigration policy
- > Internal training to ensure compliance with Tier 2 visa rules

Team Immigration Compliance

Role HR Manager

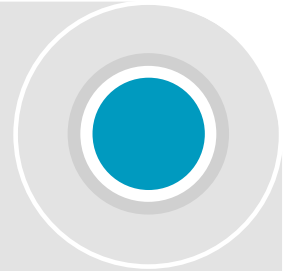


Team	Financial Planning and Analysis Team, Finance Division
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Role	FP&A Manager
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Responsibilities and role	
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	The Financial Planning and Analysis team is responsible for approving funding before a post is advertised (1st fund check) and before an offer letter is sent to the successful candidate (2nd fund check).
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Team **HR Partnering Team – Advisers**

Role **HR Adviser**

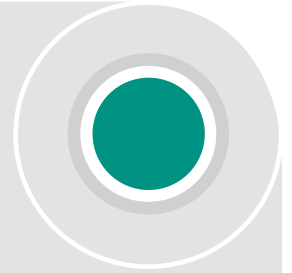
Responsibilities and role

The HR Advisers are responsible for approving roles. This takes one working day if no Higher Education Role Analysis (HERA) is required and five working days if HERA is required.

They check the vacancy e.g. job title, area, salary, hours, type of contract, start date, advertising dates, advertising channels, HERA, Job Description, Person Specification, vacancy manager, pre-screen questions.

They also save the advert, Job Description, Person Specification, How to Apply document and first fund check in a recruitment folder for the HR Administrators and inform them that the vacancy is ready to advertise.

In the case of an unsuccessful recruitment campaign, they amend the documents and notify HR Administrators to re-advertise.



Team **HR Operations**

Role **HR Administrator**

Responsibilities and role

Once the role has been approved by the HR Adviser and Financial Planning and Analysis Manager, the HR Administrators publish the role within two working days and, if required, arrange for the role to be published on the LSE jobsite and other websites and media as appropriate. The HR Administrators take screenshots for roles which need to meet the Resident Labour Market Test (RLMT).

The HR Administrators are also able to provide 1:1 support and advice via telephone and email, assisting with queries such as how to use the system and updating the panel managers.

If they are not able to help, they will direct queries to either the Technical Team, HR Information and Systems or the HR Adviser.

The HR Administrators manage the HR.Jobs Inbox and respond to initial queries from candidates, forwarding to the Vacancy Manager/ Chair as appropriate.

Once the VM has completed the recruitment process and the second fund check has been fully approved, the HR Administrators prepare and send out the offer letter via the eRecruitment System.



Team **HR Partnering**

Role **Allocated HR Partner**

Responsibilities and role

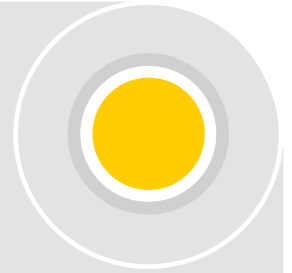
The HR Partners sense-check the financial implications of offering a starting salary outside of salary guidelines to ensure the recruitment process is fairly and consistently applied. They guide hiring managers on putting business cases forward for starting salaries outside of salary guidelines, and approve business cases for salaries outside salary guidelines. They advise on salaries relating to secondment opportunities. They also provide support on complex recruitment queries and Pro-Director recruitment (Head of HR Partnering).



Team **HR Information and Systems Team**

Role **HR Information and Systems Manager**

Responsibilities and role The Information and Systems team update the application form in the e-recruitment system e.g. to ensure it is GDPR compliant. They create new posts as required and make changes to amended posts on the HR system e.g. changes to grade or title. They troubleshoot in cases where the workflow becomes stuck in the system, and also support with reporting requirements.



Team **HR Operations**

Role **HR Operations Manager**

Responsibilities and role

The HR Operations Manager ensures guidance, tools and learning opportunities are available to deliver consistency and quality in the recruitment and selection process, resulting in excellent candidate experience by ensuring guidance documents, tools and training are in place for hiring managers. They are also the lead contact with the temporary recruitment supplier(s) ensuring operational service levels for LSE customers are managed effectively.



Team **Director**

Role **Director of Human Resources**

Responsibilities and role

The Director of Human Resources agrees Band 9 and 10 professional services staff starting salaries, jointly with the Chief Operating Officer. They also support senior appointments at Service Lead or equivalent employment on the use of Search Consultants, immigration advice, externals on interview panels and psychometric testing etc.



Team **Organisational Learning**

Role **Head of Organisational Learning**

Responsibilities and role

The Organisational Learning team supports the recruitment and development of staff through apprenticeships. An apprenticeship can be a good way of either recruiting into a developmental role or helping a newly recruited staff member with their development.

They also run the Recruitment and Selection training course. It is important that all panel members are trained in recruitment best practice and Panel Chairs must have undergone this training.



Team	HR Policy
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Role	Senior HR Policy Adviser
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Responsibilities and role	
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	The Senior HR Policy Adviser sets and monitors the talent attraction strategy for the School. They also have oversight on talent attraction approaches and to create a strong Employer Value Proposition (EVP). They manage the client relationships with advertising suppliers and the School's contracted media agency. They also manage the LSE jobsite.
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Team **Immigration Compliance**

Role **HR Manager**

Responsibilities and role

HR Immigration Compliance manages the Tier 2 and Tier 5 visa application process for those who require sponsorship to work at LSE. The visa application process takes place after the recruitment process has been completed and the successful candidate has been offered a contract. They retain the recruitment paperwork as evidence that the recruitment process is compliant with sponsorship rules and the Resident Labour Market Test has been met. They also retain evidence that the successful candidate has the qualifications that were asked for during the recruitment process.

In addition, they provide the HR Advisers and HR Administrators with information on Tier 1 visas, immigration policy changes and updates to the immigration rules to help the HR teams support hiring managers during the recruitment process, as well as run regular training (currently annually) to help the HR teams ensure that their recruitment campaigns are compliant with Tier 2 rules in the event sponsorship is necessary.