University of St Andrews | FOUNDED 1413 |



Talent Acquisition Co-Ordinator

Human Resources

Introduction

Founded in 1413, the University of St Andrews is Scotland's first university and one of the oldest in the English-speaking world. With more than 600 years of academic excellence, we are proud of our reputation as a world-class centre for learning, teaching, and research.

We are a research-intensive university where creativity, collaboration, and critical inquiry are at the heart of everything we do. Whether you are joining us in an academic, professional, or support role, you will be part of a team committed to delivering outstanding education and making a meaningful contribution to society.

We have been named the UK's best university in The Sunday Times Good University Guide 2027. It is the third time in six years the university has secured the top spot in the UK's longest-running university league table.

For those looking to be part of a university with deep-rooted heritage, a global outlook, and a forward-thinking approach, we invite you to consider joining our community at the University of St Andrews.

THE TIMES
THE SUNDAY TIMES
GOOD UNIVERSITY GUIDE 2027
1 RANKED FIRST IN THE UNITED KINGDOM



Talent Acquisition and Recruitment

The University of St Andrews is committed to attracting and retaining exceptional people to support the delivery of its strategic ambitions. Operating within an increasingly competitive national and international labour market, the Talent Acquisition & Recruitment Team plays a critical role in identifying, attracting and securing high-quality academic and professional services staff, whilst delivering an outstanding experience for both candidates and hiring managers.

As part of a fast-paced, collaborative and customer-focused HR team, the Talent Acquisition Co-Ordinator will play a key role in supporting recruitment and talent attraction activity across the University. The postholder will coordinate recruitment campaigns, support candidate attraction initiatives, help develop talent pipelines, provide advice on recruitment processes and contribute to the continuous improvement of the service. Working closely with hiring managers, candidates and HR colleagues, the role will help ensure the delivery of an effective, efficient and candidate-centred recruitment service.

The role forms part of the University's evolving Talent Attraction function, supporting a shift towards more proactive attraction, candidate engagement and recruitment planning activities while maintaining excellent operational delivery.

This is an exciting opportunity to join an established team at a pivotal point in its development. As part of our People Strategy, the University is investing in the ongoing evolution of its talent acquisition capability and modernisation of its recruitment services to better support future workforce needs. The successful candidate will also join during a significant period of transformation to HR, including the enhancement of people processes, systems and technologies, creating opportunities to contribute to service innovation and continuous improvement within one of the world's leading universities.



Job description

Reporting to: Recruitment Manager

Location: Guardbridge

Job Family: Managerial, Specialist & Administrative

Working Hours: 36.25 hours per week

Grade/Salary: Grade 4 / £29,354 - £31,861 per annum

Reference: CG1631LS

Start Date: To be confirmed

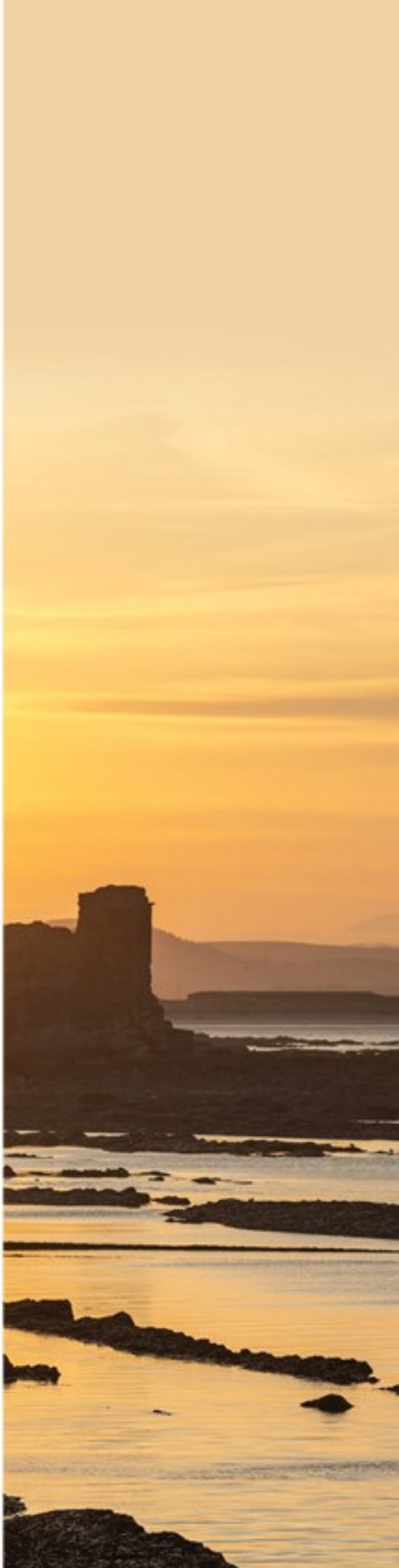
Interview Date: 19 January 2027

Duration of post: Standard

Main purpose of the role

To coordinate and support recruitment and talent attraction activities across the University, ensuring recruitment campaigns are delivered effectively, candidates receive an excellent experience and hiring managers are supported throughout the recruitment process.

The postholder will contribute to candidate attraction initiatives, employer branding activities, recruitment marketing and talent pooling approaches, while ensuring recruitment activity is delivered in accordance with University policies, employment legislation and best practice.



Key responsibilities

Talent Attraction & Candidate Engagement

- Coordinate talent attraction activities to support recruitment campaigns across academic and professional services vacancies.
- Promote opportunities through appropriate channels, including recruitment platforms, social media and professional networks.
- Support the development and maintenance of talent pools and candidate pipelines for recurring and hard-to-fill roles.
- Actively engage with prospective candidates, providing information about opportunities, the University and the recruitment process.
- Contribute to initiatives that enhance candidate experience and strengthen the University's employer brand.
- Support attendance at recruitment, careers and engagement events as required.

Recruitment Delivery & Campaign Management

- Coordinate recruitment campaigns from vacancy approval through to appointment, ensuring a high-quality and responsive service for hiring managers and candidates.
- Work closely with managers to agree recruitment timescales and support the planning of attraction activity.
- Draft and publish engaging job advertisements and candidate information.
- Arrange and support interview and assessment activities, ensuring a professional and positive experience for all participants.
- Support offer management and onboarding activities to ensure a seamless transition from candidate to employee.

Stakeholder Partnership & Advice

- Provide guidance and support to managers and colleagues on recruitment processes, procedures and best practice.
- Act as a key point of contact for candidates throughout the recruitment journey, delivering a responsive and professional service.
- Support hiring managers to maximise the effectiveness of recruitment campaigns through appropriate attraction approaches and advertising methods.
- Build effective working relationships with stakeholders across Schools and Professional Services to understand recruitment needs and priorities.

Talent Insights & Service Improvement

- Monitor recruitment activity and contribute to reporting on key measures such as time-to-hire, source of hire, application volumes and candidate outcomes.
- Assist in gathering market information and recruitment trends to support talent attraction planning and decision making.
- Identify opportunities to improve recruitment processes, candidate experience and service effectiveness.
- Contribute to the development of recruitment resources, guidance materials and manager support tools.

Key responsibilities

Employer Brand

- Support the delivery of employer branding activities that promote the University as an employer of choice.
- Assist in developing recruitment marketing content, case studies and employee stories to support attraction campaigns.
- Help showcase the University's employment offer, values, culture and benefits to potential candidates.
- Support projects that enhance visibility of career opportunities and strengthen engagement with potential talent communities.

Compliance & Governance

- Ensure recruitment activity is delivered in accordance with employment legislation, immigration requirements, data protection legislation and University policies.
- Maintain accurate recruitment records and documentation.
- Support audit requirements and compliance monitoring activities.
- Promote inclusive recruitment practices and contribute to the University's equality, diversity and inclusion objectives.

Person specification

Attributes	Essential	Desirable	Means of assessment (i.e application form, interview, test, presentation etc.)
Education & qualifications (technical, professional, academic, qualifications and training required)	Qualification in an English or Business related subject	CIPD or equivalent Professional Qualification (attained or working towards)	Application
Experience & Knowledge (*examples of specific experience and knowledge sought*)	Understanding of recruitment, attraction or similar customer-focused service delivery Knowledge of HR via working directly or indirectly with an HR department Experience of coordinating activities, projects or processes within a busy customer-focused environment. Experience of building effective working relationships with a range of stakeholders.	Experience working as a Recruitment/Talent Acquisition professional within a complex organisation Experience of delivering new/changed activities to an existing service Experience and knowledge of candidate sourcing and interview/screening Experience of analysing information or producing reports to support decision-making	Application/Interview

Person specification

Attributes	Essential	Desirable	Means of assessment (i.e application form, interview, test, presentation etc.)
Competencies & skills (e.g. effective communication skills, initiative, flexibility, leadership etc)	Effective communication skills to stakeholders at all levels Strong organisational skills with the ability to manage multiple priorities simultaneously. Ability to work independently while contributing positively to team objectives. Ability to identify problems and implement practical solutions. Strong digital literacy, including confidence using databases, systems and Microsoft 365 applications.	Ability to create engaging written content for attraction or promotional purposes. Confidence using social media and digital channels to engage audiences. Comfortable presenting to or engaging with different stakeholder groups	Interview

Benefits

St Andrews offers more than just a place to work—it is a place to belong. We value collegiality, inclusion, and wellbeing, and we are committed to creating a workplace where staff can thrive and perform at their best.

In addition to the salary on offer for this position, there are a wide range of benefits for staff working at the University of St Andrews. The package for the **Talent Acquisition Co-Ordinator** includes:

- Financial contribution to relocation (subject to eligibility)
- Membership of the S&LAS Pension Scheme with generous employer contributions
- A hybrid working environment, including partial homeworking where appropriate and a range of family friendly policies, supporting work-life balance
- Staff discount scheme for local and national goods and services
- Free staff parking, employee Carshare and Cycle to Work Schemes and subsidised local bus travel
- Subsidised sports membership, reduced tuition fees on degree programmes for staff, access to training and development opportunities including LinkedIn Learning, access to library facilities, salary sacrifice scheme
- 30 Days Annual Leave plus 5 Public Holidays.



How to apply

We are committed to creating an accessible, fair and inclusive recruitment process for all candidates. If you require reasonable adjustments or accommodations during the application or interview process then please let us know and we will be happy to discuss support with you.

We encourage applicants to apply online at www.vacancies.st-andrews.ac.uk/welcome

If you have difficulties in completing the online application form, then please call +44 (0)1334 461990 or contact vacancies@st-andrews.ac.uk to discuss available support.

Applications should consist of:

- Letter of application.
- CV
- Names and contacts of two referees

For all applications, please quote ref: CG1631LS



Equality, diversity & inclusion

At St Andrews, we see diversity as a strength and value the rich variety of backgrounds, identities and experiences of our staff, students and alumni. We are committed to making the University a beacon of inclusivity and creating an environment in where everyone can flourish and realise their potential.

“We will achieve this through an approach that empowers our whole community and involves a determined shift in culture. Inclusivity will inform all of our policies and practices.”
The Principal, Professor Sally Mapstone

Diverse is a core theme of the University Strategy, and alongside our People Strategy, outlines a number of actions we are taking to create an inclusive culture. Our objectives include raising awareness of diversity events, initiatives and support, strengthening support for staff networks, creating more opportunities for employees to engage in consultations and discussions, offering a diverse range of rewarding career pathways and ensuring a working environment which supports positive working practices and behaviours.

We commit to providing a high-quality staff experience which enables all our staff to contribute, thrive, and perform at their best. By joining us at the University of St Andrews, you are joining a community which values difference, being your authentic self, and where you can play an active role in ensuring an inclusive environment for all.



St Andrews

A modern location surrounded with ancient history, St Andrews is a dynamic and friendly town found on the east coast of Scotland. Situated in the Kingdom of Fife, St Andrews has easy links to nearby commuter towns and transport links (including airports) to the nearby cities of Dundee (13 miles) and Edinburgh (c. 1 hour by train).

Beyond the lecture halls and labs, St Andrews is home to stunning, unspoilt beaches and fresh sea air. Take a peaceful stroll or an energising walk with friends along the iconic two-mile stretch of the West Sands. If you prefer the water, ride the waves at the East Sands or try sailing, sea kayaking and windsurfing. For breathtaking views, a walk to the end of the stone pier is an experience not to be missed.

St Andrews and the surrounding area is home to a wide range of restaurants and shops, while boasting an array of beautiful beaches. St Andrews is also the home of golf and there are seven local courses including the famous Old Course.

Fife is an area filled history and culture. There are nearly 5,000 listed buildings and 50 conservation areas across the Kingdom, with some historic structures dating all the way back to the 12th century. St Andrews enjoys a microclimate and is typically much drier than western parts of the country.



Further information

This post will be primarily based at Walter Bower House at Guardbridge a state-of-the-art working environment for professional services units.

In accordance with the new immigration rules, it is with regret that this role does not meet the current suitability requirements set by the UKVI to enable sponsorship of migrant workers.

The University encourages all interested candidates to apply, and all applications received are assessed against the essential and desirable criteria listed in the further particulars. The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship.

Information on other visa options is available at www.gov.uk/check-uk-visa or by contacting our HR Immigration Team on hrimmigration@st-andrews.ac.uk.

You are expected to uphold a duty of care towards colleagues, students, and communities, and to actively contribute to a safe, respectful, and inclusive environment. This includes responding appropriately to disclosures or reports of sexual misconduct, gender-based violence, bullying, harassment, or other concerns, in line with organisational policies, and signposting individuals to the appropriate departments



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