



How to apply and notes for applicants

Professional Services Appointments

LSE is a diverse and inclusive community, committed to the fair and equitable treatment of all staff, students and job applicants. We welcome candidates with a wide range of skills and qualifications. If you wish to apply for this post, and consider that you meet the selection criteria for this post, please select the 'apply' button at the bottom of the page and follow the application process instructions.

LSE operates an anonymised applications process for the recruitment of all professional services roles. This means that some information (including name, and some socio-demographic information such as address) will not be disclosed to a recruitment panel until the shortlisting stage has been completed and the candidate has confirmed their interview slot.

The information that will be anonymised is:

- Forename and Surname
- Home Address
- Telephone Number/s
- Email Address
- Current Salary and details of any bonuses / remuneration packages
- Referees

Applications must take the form of the online application form for professional services roles, unless specified otherwise. When completing the application form, please refer to the Job Description and Person Specification for the role. These documents outline the main duties and responsibilities of the post along with the respective selection criteria.

In exceptional circumstances, we may accept applications via an alternative method. If you are unable to use the online system to apply for a post, for example if you have a disability, please contact the [HR Division](#) to discuss alternative methods of applying.

Application Form

You are asked to complete an online application form to apply for all professional services roles. Please read the instructions within the advertisement and application form very carefully and make sure that you complete all the sections of the application form.

Supporting Statement

The online application form includes a supporting statement in which you should demonstrate how your skills and experience meet the person specification for the post. A supporting statement evidences how your experience fits the job description and person specification.

The job description lists the key duties and responsibilities of the post. The person specification lists the essential qualities and qualifications that are required of the successful candidate. The shortlisting process looks for individuals who meet, or come closest to meeting, all of these essential requirements. The person specification also lists a number of desirable qualities and qualifications that would ideally be offered in addition to the essential requirements.

When completing the supporting statement, make sure that you include the skills and knowledge that you have gained from any education, extracurricular activities and work experiences. You should reflect on your skills and experiences, not just list them, and give specific examples. It is not enough to state you possess a certain skill, e.g. teamwork. You need to explain why you think you have the required level of skill.

There is no provision in the application form to upload a CV or a covering letter. Please do not copy and paste your CV into the space allocated for your supporting statement. You should also avoid writing 'see my CV/Cover Letter attached' in the supporting statement. Instead, you should tailor each supporting statement to the specific job you are applying for – please read the notes that follow for further guidance.

Provide clear and relevant supporting information

You can include, among other things, details about:

- your duties and responsibilities
- your skills, knowledge and/or experience which is relevant to the post
- any other work you have accomplished or achievements

The person specification outlines the competency headings and the relevant description of those competencies.

Candidates are advised to demonstrate how they meet the competency descriptions. See below.

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Person Specification

This table lists the essential and desirable measurements needed in order to do the job. Applicants will be shortlisted only on the extent to which they meet these requirements.

Job Title: HR Administrator (Immigration Compliance)

Division: Human Resources Accountable to: HR Manager (Immigration Compliance)

Competence	Evidence	ED
Knowledge and experience	- Experience of providing administrative support in a busy environment - An interest in HR immigration issues - Experience of updating data into a database accurately and quickly - Experience of producing work that requires a high level of accuracy - Attention to detail - Experience of identifying errors in data and correcting a promptly - Good working knowledge of Microsoft Word, Excel and Outlook - Experience of managing a general or team roles - Experience of dealing with confidential information appropriately - Experience of analysing data on reports - Experience of working in an office or immigration site	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 7

How do I lay out the supporting statement?

Please structure your supporting statement with the relevant competency heading in the order they appear in the person specification.

The use of headings closely aligned with the 'person specification' can make the text easier to read for the panel. Under the headings you could use bullet points or prose, depending on your preference.

Under each heading demonstrate how you meet the competency criteria. For each give a specific example of where you have developed the skill/knowledge in question. If possible, make the examples directly relevant to the tasks listed in the job description. You need to give very specific examples.

Additional Statement

The Supporting Statement section includes an optional 'Additional Statement' section in which you may choose to add additional information in support of your application. You are not obliged to add additional information in the 'Additional Statement' section and failure to do so will not in itself affect your application in any way.

If you are applying for a teaching position in the Language Centre you can add any publications or conference presentations in this section. Please anonymise any information you give here in line



with the anonymised applications process for the recruitment of all professional services roles at LSE.

Professional Style and Length

Professional style and length is important as well as being concise and formal. You need to demonstrate your writing style and your ability to present a persuasive argument clearly using relevant information.

There is no specific word limit in the supporting statement; however, please ensure that it is concise and that the content is relevant to the role.

When you have drafted your statement, spend some time editing it. Read through each paragraph and ask yourself whether the point that you are trying to make is clear, whether you could be more concise, and if you have covered all the requirements of the person specification (if applicable). Always check carefully for spelling and grammar mistakes.

The supporting statement only allows for plain text. Therefore, do be mindful if you choose to copy and paste from a word document as all formatting will be lost.

In line with the anonymised applications process for professional services roles, please do not provide details of your nationality, age or other personal characteristics in your Supporting Statement. Please also refrain from providing any personal information when contacting a recruiting manager about a specific role.

How do I demonstrate my skills?

Give an example of how you have used the skill or knowledge. The STAR method can help when you are giving this evidence:

Situation: Briefly set the scene. Think about the minimum the employer needs to know in order to understand your example.

Task: Briefly describe what you had to do.

Action: Describe in detail what you did and how you did it. Refer specifically to the relevant competency (e.g. team working). This is the most important section, as it demonstrates your skills and abilities.

Result: Described what happened as a result of your actions. What happened, changed or got better?

Considerations when submitting your application

- You will be required to confirm that all the information you have provided is accurate;
- The School may wish to check any of the details you have provided;
- If successful, you will be required to provide evidence that you hold all essential qualifications as stated in the person specification before the appointment starts;
- Providing incorrect information or deliberately concealing any relevant facts may result in withdrawal from the selection process or, where the discovery is made after an appointment, in summary dismissal.

EDI Data

Your EDI data will be used to monitor the effectiveness of our recruitment processes. We ask for this information so that recruitment advertising is appropriately placed to encourage applications from under-represented groups and also to help the organisation understand the needs of its applicants.

Your EDI data will be held for equal opportunities monitoring purposes. The collection of this data is important to LSE because it enables us to monitor the impact of our policies on all staff. Any information you choose to



share with us will be treated with complete confidentiality and will not be made available to the selection committee for any part of the recruitment process.

For successful candidates, the information provided will be stored on the HR database. Some information will be shared with other LSE databases for general administration purposes. Information supplied in statistical returns to government, funding or other organisations will be anonymised.

Closing date

It is essential that you have submitted your application on the system by 23:59, UK time on the closing date. Regrettably, we are unable to accept late applications.

Acknowledgement of application

When you have submitted your application online, you will receive an automated reply confirming receipt of your application email. You will then be able to log onto the system, using your username and password to check the progress of your application.

Due to the volume of applications received, we regret that we are unable to provide feedback to applicants who are not invited to interview.

Revisions or amendments to applications

Once you have submitted your application via the Online Recruitment System we are unable to accept any changes or amendments, so please do ensure you have checked your application thoroughly.