



Job Description

POST TITLE: HR Administrator

REPORTING TO: A HR Adviser

MAIN PURPOSE OF THE POST:

To be part of the HR team providing support in a range of duties across the team including employee relations & recruitment, staff development and timetabling. The role will have a primary area of activity to support; but provide support across the other areas based on workloads across the year.

MAIN RESPONSIBILITIES:

1. To be first point of contact for email queries monitoring both our recruitment & training inboxes.
2. To take notes in a range of meetings including staff and student investigations, capability, grievances, absence, disciplinary meetings and formal probationary meetings.
3. To assist in the co-ordination of all administrative aspects of recruitment e.g. uploading job adverts, issuing application packs, preparing short listing and interview forms, requesting references, correspondence with candidates, monitoring and responding to recruitment e-mail.
4. To assist in the co-ordination of all administrative aspects of onboarding new staff. This includes supporting the HR Advisers in the creation of "Offer Letters" and Contracts of Employment, issue and collate relevant documentation e.g. references and DBS checks, and planning and organization of induction and mandatory training.
5. To assist in the monitoring of compliance with a number of University policies such as probationary reviews, identifying absence triggers etc and preparing correspondence in relation to these activities.
6. To ensure that HR Records, including new starters, personal details, career changes, holidays, absence recording, payroll and training records are accurately input to the HR system and adhere to GDPR legislation.
7. To assist the HR Advisers in the monitoring of compliance with a number of University policies such as probationary reviews, absence triggers etc and preparing correspondence in relation to these activities.
8. To maintain accurate records of Staff Development, including the maintenance of spreadsheets ensuring that information is retained and stored and retained in line with data protection guidelines.

9. To book staff onto training events, arranging the booking of travel and accommodation where required, including the raising of orders and receiving of goods on the finance system; and the processing of travel and subsistence claims.
10. To assign logins to online training platforms and monitor the completion of courses/modules, professional memberships and support the organization of staff development events including staff development days. To report on non-completion of training to one of the Senior HR Advisers and assist in achieving compliance.
11. To ensure that all relevant training administration forms (e.g., feedback forms) are received and input onto the appropriate systems.
12. To assist with the monitoring of Annual Progress Review (appraisal) records and to assist with the distribution of documents and chasing of unreturned forms.
13. To assist in the compilation of data for reports.
14. To undertake other general administrative tasks to support the HR team as required by senior HR staff, such as raising orders on the Finance system; supporting the issuing of DSE vouchers, recording the issue of equipment, the booking of Life Models and other pool staff and assisting in the administration of the Lecturer Pool.
15. To support the Payroll Officer and the team of HR Advisers in ensuring that the University absence procedures are adhered to, including ensuring that self-certification and return to work information has been input accurately on the HR system.
16. To support the inputting of timetable data and assist the Timetabling Manager with the annual timetabling processes. This may include supporting the resolution of any timetabling clashes and related enquiries, including room booking requests; as well as dealing with ad hoc in year changes.
17. Assisting students to interpret their timetable through email and face to face contact as required.
18. Supporting the Timetabling Manager in their development of the University Timetabling systems.
19. To be a point of contact for queries, responding or escalating as appropriate.

Other

20. To comply with all relevant University policies and procedures.
21. In the context of University and personal development to carry out any other duties that are commensurate with the role.
22. To adhere to the University's Health and Safety policies and procedures and to perform any University wide designated duties with regard to Health and Safety and the security of the University.
23. To adhere to and actively support the University's Diversity, Equality and Inclusion policies and their implementation.

24. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

PERSON SPECIFICATION

Criteria	Essential or Desirable	Method of Assessment
Qualifications		
Educated to a minimum of A Level standard.	Essential	Application & Certificate
Skills/Knowledge		
Proven excellent verbal and written communication skills in a work environment.	Essential	Application & Interview
Substantial working experience of using Excel and Word and producing reports from these as requested. (Intermediate level) and able to demonstrate a level of wider digital literacy.	Essential	Application & Interview
Proven planning and organisational skills within a work environment and the ability to prioritise a busy work schedule.	Essential	Application & Interview
A working understanding of data protection as it applies to the role.	Essential	Application & Interview
Experience		
Substantial experience of working in a similar administrative position.	Essential	Application & Interview
Previous experience of working in Human Resources or similar environment at a similar level.	Essential	Application & Interview
Experience of using a HR system.	Desirable	Application & Interview
Personal Qualities		
Able to demonstrate a willingness and ability to work effectively and flexibly as part of a team and on your own initiative.	Essential	Application & Interview
Demonstrable ability to maintain confidentiality at all times.	Essential	Interview
An understanding of Diversity, Equality and Inclusion issues as it relates to a role based in Human Resources.	Essential	Application & Interview

This job description serves as a guide to the general duties of the role may be reviewed on an ongoing basis.