Job Description

Position: Human Resources (HR) Administrator

Faculty/Service: Human Resources

Reference: HR-027/P

Grade: Grade 4

Status: Permanent

Hours: Full-Time (36.25 hours per week)

Reporting to: HR Operations Manager

Main Function of the Position:

To work flexibly as part of a team of HR Administrators within Human Resources, supporting HR Business Partners in a range of activities and undertaking a range of generic and primary HR duties.

Principal Duties and Responsibilities:

1. Support the Executive Director of HR, dedicated HR Business Partners in a range of activities and responsibilities to provide an efficient and effective HR Service to internal and external stakeholders.

2. To act as champion for dedicated specialist areas (e.g. Equality and Diversity; Recruitment and Induction, Customer Service Excellence; Employee Wellbeing; etc.)

3. Provide support to HR Business Partners in dedicated academic and professional support areas across a range of activities and employment related matters i.e. disciplinary and grievance, recruitment, probation etc.

4. Provide first line advice and guidance to managers and staff on HR and University-wide policies and procedures.

5. Create, develop and maintain effective working relationships with line managers, applicants, colleagues within Finance and Payroll and across the University at all levels.

6. Compile and process documentation e.g. contracts of employment, appointment offer letters, reference and qualifications checks and necessary UKVI checks associated with the appointment of staff.

7. Maintain accurate records and files, manual and computerised, using the iTrent HR and Payroll system.

8. Use appropriate IT and web-based systems e.g. iTrent, in order to support recruitment initiatives.

9. Undertake all clerical and administrative duties associated with dedicated areas of work or projects. This may include supporting one or more committee (e.g. the People Committee).

10. Undertake data entry as requisitioner on relevant Finance (invoicing and purchase ordering system).

11. Act as HR representative in recruitment and selection events and oversee recruitment campaigns, writing job descriptions and person specifications as and when appropriate.

12. Undertake core administration and clerical activities on a rota basis with other HR Administrators e.g. pot collection, ensuring currency of relevant forms, records and documents etc.

14.	Engage in continuous improvement projects in own area of responsibility and as required.

15.	Comply with the professional, confidential and ethical requirements of the role.

16.	In the absence of other HR Administrators, or in the case of increased workload of peers, perform other duties as required.

17.	Undertake staff development to keep up-to-date with developments in HR and the requirements of the role.

18.	Work flexibly as part of a team of HR Administrators to provide support to other areas of Human Resources as required.

19.	Perform any other function as specified by the Executive Director of HR, HR Business Partners and HR Operations Manager and participate in University-wide events and initiatives as appropriate in line with the grade of the role.

20.	Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

21.	Ensure a safe working environment and abide by the University health and safety policies and practices and to observe the University's Equal Opportunities and Dignity at Work Policy at all times.

22.	Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role.

Note:
This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

Person Specification

Position:	Human Resources (HR) Administrator		Reference:	HR-027/P

		Priority	
Faculty/Service:	Human Resources		
Criteria		**(1/2)**	**Method of Assessment**
1	**Qualifications**		
1 a)	GCSE (Grade A-C) or equivalent standard of education in English Language and Mathematics	1	Application/Documentation
1 b)	CIPD Level 3 Foundation Certificate/Diploma in Human Resource Practice or evidence of recent relevant competencies in a similar role	1	Application/Documentation
1 c)	Degree or equivalent level qualification	2	Application/Documentation
2	**Skills / Knowledge**		
2 a)	Knowledge and application of HR policies, procedures and processes	1	Application/Interview
2 b)	General knowledge of employment legislation affecting HR practice e.g. employment contracts, equal opportunities, diversity awareness, discrimination issues	1	Application/Interview
2 c)	Knowledge of benefits of the principles of a computerised HR/Payroll system and the professional and legal requirements relating to confidentiality and the security of HR records	1	Application/Interview
2 d)	Able to use a computerised record system e.g. iTrent/HRIS and produce appropriate reports, letters, contracts and other documentation	1	Application/Interview
2 e)	Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role	1	Application/Interview
2 f)	Good verbal communication skills e.g. the ability to interpret and explain standard HR policies, procedures and practices to staff at all levels across the University	1	Application/Interview
2 g)	Good written communication skills e.g. the ability to write letters, memos, emails, contract letters, standard reports to staff at all levels across the University	1	Application/Interview
2 h)	Able to undertake general arithmetic calculations e.g. holiday entitlement, pay calculations etc.	1	Application/Interview /Assessment
2 i)	General knowledge of Disclosure and Barring Service (DBS) requirements and the ability to advise line managers on appropriateness of DBS checks for roles, and broad knowledge of the process.	2	Application/Interview /Assessment
3	**Experience**		
3 a)	Working in a HR Administration environment	1	Application/Interview
3 b)	Working in a Higher Education establishment	2	Application/Interview
3 c)	Using a computerised records system	1	Application/Interview
3 d)	Producing and amending contracts, letters, forms relating to employment using standard templates and procedures	1	Application/Interview
3 e)	Conducting recruitment and selection interviews/assessments and overseeing recruitment campaigns and designing job descriptions and person specifications as and when appropriate	1	Application/Interview

Criteria		(1/2)	Method of Assessment
4	**Personal Qualities**		
4 b)	Organised and able to prioritise and balance conflicting priorities	1	Interview
4 c)	Awareness of the requirements associated with operating in a customer services environment	1	Interview
4 d)	Commitment to continuous improvement and creative ways of working	1	Interview
4 e)	Capable of working under pressure and to tight deadlines whilst maintaining accuracy and attention to detail	1	Interview/Assessment
4 f)	Able to work as part of a team and to cover for team members in their absence	1	Interview
4 g)	Able to maintain confidentiality and comply with the requirements of the Data Protection Act and General Data Protection Regulation	1	Interview
4h)	Sensitive to individual and cultural differences	1	Interview
5	**Other**		
5 a)	Willing to undertake staff development, which may take place outside the University and be flexible in working practices in order to meet the needs of the service	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to travel and work remotely as required in order to meet the needs of the service	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.