

Job Description

Position:	Human Resources (HR) Administrator
School/Service:	Human Resources
Reference:	HR-039/P
Grade:	Grade 4
Status:	Permanent
Hours:	36.25 hours
Reporting to:	HR Operations Manager – with dotted line to HR Information & Systems Specialist (for HRIS related activity) and HR Adviser (generalist administrative activity)

Main Function of the Position:

- Support the administration and operation of the HRIS in relation to Data Management, Vacancy Management, iTrent maintenance and General Data Protection Regulation (GDPR) compliance
- Support the preparation and submission of the annual Staff HESA Return.
- Take responsibility for annual Temporary Supply recruitment and onboarding and end to end employment lifecycle of Temporary Supply staff
- Support the production of the annual Equality & Diversity Information Report, producing graphs, charts and analysis with respect to staff and/or student data and other HR KPI Reports as required from time to time
- Work flexibly as part of the HR Administration team to provide support to other areas of Human Resources as required

Principal Duties and Responsibilities:

HR Information Systems

Data

1. Support the ongoing data quality reviews and checks, validation checking and staff audit, ensuring that all data is correct for the Staff HESA return.
2. To take responsibility for completing tasks created from myHR and chase up supporting evidence as appropriate
3. Support the monthly sickness absence data review.
4. Support the HRIS in the production of annual and monthly management information (graph's, tables and charts) from data extracts.

Vacancy Management

5. Undertake the weekly reconciliation of live e-Recruitment vacancies to the master vacancy list
6. Support the monthly reconciliation between iTrent, Staffing Committee outcomes and the master vacancy list
7. Assist in the system maintenance, monitoring and organisation structure in e-Recruitment Software

iTrent

8. Support the maintenance of the organisation structure, creating new posts and positions as a result of the Staffing Committee, and structure housekeeping
9. Undertake weekly user maintenance, ending access for leavers and activating returners
10. Retrieval of leaver survey data from Survey Monkey, chase outstanding responses and input onto HESA records
11. Undertake maintenance of myHR access including Level 1 troubleshooting for employees unable to access the system
12. Support HRIS Officer with system development project as appropriate.
13. Support HRIS with the annual Gender Pay Gap Report.

Temporary Supply

14. Undertake annual cleansing of Temporary Supply Structure and the recruitment and onboarding of students as Temporary Supply employees at the start of each academic year
15. Compile and process Temporary Supply documentation e.g. contracts of employment, appointment offer letters, undertake relevant checks and necessary UKVI checks associated with the appointment of these staff.
16. Provide advice and guidance to Temporary Supply managers and staff on HR and University-wide policies and procedures.
17. Undertake the production of monthly Temporary Supply payroll data, processing employee timesheets and liaising with Finance to ensure employee salaries are processed in a timely manner.

Other

18. Responsible for the reporting, allocation and coordination of Mandatory Training, ensuring staff compliance, including monthly and annual reports and OfS – Staff in Period training completion reports
19. Support the development and implementation of any new software solutions e.g. Workload Allocation software

18. Comply with the professional, confidential and ethical requirements of the role.
19. In the absence of HR Administrators, or in the case of increased workload of peers, perform other HR duties as required.
20. Undertake staff development to keep up-to-date with developments in HR and the requirements of the role.
21. Support and undertake work in line with the continuous improvement / Customer Service Excellence agenda within HR
22. Perform any other function as specified by the Strategic Lead for 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.
23. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
24. 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.
25. 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 position requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Human Resources (HR) Administrator		Reference: HR-039/P	
School/Service: Human Resources		Priority	Method of Assessment
Criteria		(1/2/3)	
1	Qualifications		
1 a)	GCSE (Grade A-C), or equivalent standard of education in English Language and Mathematics	Priority 1	Application Form / Documentation
1 b)	CIPD Foundation Certificate in Human Resource Practice (Level 3) or evidence of recent relevant competency in a similar role	Priority 2	Application Form / Documentation
1 c)	Degree or equivalent level qualification	Priority 2	Application Form / Documentation
2	Skills / Knowledge		
2 a)	Knowledge and understanding of HR policies, procedures and processes	Priority 1	Application Form /Interview
2 b)	General knowledge and awareness of employment legislation affecting HR practice e.g. employment contracts, equal opportunities, diversity awareness, discriminations issues	Priority 2	Application Form /Interview
2 c)	Aware of professional and legal requirements relating to confidentiality and the security of HR records and data	Priority 1	Application Form /Interview
2 d)	Proficient in the use of computerised record systems e.g. iTrent and produce appropriate reports, letters, contracts and other documentation	Priority 1	Application Form /Interview
2 e)	Proficient in the use of computer technology e.g. Microsoft Office and OneDrive– Word, Excel, email and intranet	Priority 1	Application Form /Interview//Assessment
2 f)	Good verbal communication skills e.g. ability to explain standard HR policies, procedures and practises to staff at all levels across the University	Priority 1	Application Form /Interview
2 g)	Proficient written communication skills e.g. ability to write letters, memo's, emails, contract letters, standard reports for staff at all levels across the University	Priority 1	Application Form /Interview
2 h)	High level of proficiency in data manipulation and numerical skills	Priority 1	Application Form /Interview
2 i)	Ability to work under own initiative with little supervision	Priority 1	Application Form /Interview
3	Experience		
3 a)	Working in a Customer Service/ HR Administration environment	Priority 1	Application Form /Interview
3 b)	Working within a complex educational establishment	Priority 1	Application Form /Interview
3 c)	Using and maintaining computerised HR records system	Priority 1	Application Form /Interview
3 d)	Producing and amending contracts, letters, forms relating to employment using standard templates and procedures	Priority 1	Application Form /Interview

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School/Service: Human Resources		Priority (1/2/)	Method of Assessment
Criteria			
3	Experience		
3 e)	Assisting in recruitment and selection interviews/assessments and recruitment campaigns	Priority 1	Application Form /Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment and able to deal effectively with a variety of internal and external customers in a professional manner	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Organised and able to prioritise and balance conflicting priorities	Priority 1	Interview
4 d)	Capable of working under pressure and to tight deadlines, whilst maintaining accuracy and attention to detail	Priority 1	Interview
4 e)	Able to work as part of a team and to cover for team members in their absence	Priority 1	Interview
4 f)	To maintain confidentiality and comply with the requirements of the Data Protection Act	Priority 1	Interview
4 g)	Sensitive to individual and cultural differences	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 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	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 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