



HR Administrator

GRADE 5

Job Purpose

Responsible for the planning, co-ordination, liaison and administrative implementation of all **XX** related activities and initiatives in support of University HR strategy and related projects.

Main Duties and Responsibilities

1. As first point of contact for a designated area of HR responsibility, provide advice and guidance on the content and application of a wide range of HR policies, procedures and terms and conditions of employment, both verbally and in writing, ensuring a responsive, customer-focused HR service is delivered in line with relevant best practice, university policy and legislative requirements, using own judgement to resolve any issues or escalate when required.
2. Contribute to service development by proactively sharing information about enquiry trends and identifying areas where ongoing or continuous improvement would be beneficial, including contributing to the development and maintenance of an effective HR team web-based management information resource.
3. To provide a high level of HR administrative support, including scheduling and minuting of meetings in accordance with procedural timeframes and drafting of high-level correspondence and documentation. Identify issues, undertake background analysis and briefing, recommend solutions and draft responses, papers and reports as appropriate.
4. To record, check, accurately copy and collate documentation for onwards distribution to relevant Committees within tight deadlines. Draft feedback letters and, where appropriate, liaise with nominated external clients and stakeholders.
5. Maintain CoreHR and generate statistical reports/information through HR reporting tools and any other relevant data sources; performing detailed manipulation and analysis of information to present in an appropriate format for dissemination to a wide range of audiences.
6. To accurately process salary updates and post changes within CoreHR, ensuring that the process is managed effectively, and all actions are completed in time for payroll deadline.
7. To maintain accurate electronic staff files, ensuring that information conforms to data protection guidelines and is easily retrievable and properly maintained.

8. Responsible for providing general administrative support across the team or department.
9. Manage relevant managerial diaries and commitments to optimise and facilitate effective workload and time management, exercising considerable discretion and knowledge of wider University and HE issues.
10. To maintain the relevant aspects of the HR webpage.
11. Maintain an effective network with HR teams across the University to support delivery of the HR function and to foster and share best practice.
12. Any other duties that fall within the area of the post as allocated by the line manager following consultation with the post holder.

Knowledge/Qualifications

Essential

- Typically 3 years of working in a busy HR Office, often under pressure and to deadlines with relevant qualifications or 4-5 years relevant work experience without qualifications.
- Up to date knowledge of HR legislation and best practice. Experience of using HR systems.
- Experience of meeting minute taking.
- Good written, verbal communication and people skills [tact, diplomacy, discretion, assertiveness and ability to handle difficult customers etc.]
- Ability to manage own time effectively, prioritise a busy workload and work around line manager's requirements while still undertaking own work.
- Ability to understand and communicate HR policies to staff and managers.
- High level of initiative and decision making to resolve issues and determine when to involve senior level management.
- Accuracy and attention to detail.
- Numeracy and the ability to understand financial budgets and reports.

Desirable

- Up to date knowledge of University policies and procedures, legislation, departmental best practice, departmental custom and practice, terms and conditions of employment and service standards.
- A qualification in HR e.g. Certificate in Personnel Practice.