



JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	HR Operations & Recruitment Assistant
DIVISION/DEPT/UNIT:	Human Resources
RESPONSIBLE TO:	Head of HR Operations, Recruitment & Systems
GRADE:	PSP4

JOB DESCRIPTION

Job Purpose

One of two HR Operations and Recruitment Assistants supporting the Head of HR Operations, Recruitment and Systems as well as the five HR Operations and Recruitment Officers in the delivery of the School's central HR operational processes, such as recruitment, job evaluation and regrading, contract issuing and administration, eligibility to work administration, contract changes and payroll data entry.

The role holder helps in the delivery of HR plans to support School requirements. The post holder contributes to the development and management of operational plans using relevant and accurate data.

The post holder assists in the achievement of organisational goals and objectives by providing support to the Head of HR Operations, Recruitment and Systems as necessary to ensure compliance with centrally set and managed policies and procedures.

Responsibilities

- To work proactively with the Head of HR Operations, Recruitment and Systems to support the HR agenda and help translate this into plans to be delivered over an agreed timeframe
- To provide support in the administration of the School's recruitment process.
- To provide support in the administration of the School's HERA grading review process, ensuring that panels are set up appropriately and in a timely manner in accordance with School policy and procedures.
- To provide support in the generation of contracts of employment, contract variations payroll variations, fixed-term contracts, DL tutor and casual contracts as required.

- To send out probation and fixed term contract reminders to relevant staff.
- To provide administrative support to the Head of HR Operations, Recruitment and Systems as required.
- To maintain and support the audit of paper-based files.
- To provide timely responses for reference requests and ad hoc letters as required.
- To maintain accurate data entry on the HR information system
- To provide cover for the HR Operations team as required during periods of absence.
- To promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with School policy
- To undertake any other duties as reasonably requested by the Head of HR Operations, Recruitment and Systems.
- To manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation
- To demonstrate the School's values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement

Asylum and Immigration Statement

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points

PERSON SPECIFICATION

Qualifications

	The successful candidate should:	Essential/	Tested
	A minimum of 5 GCSE's or equivalent including Maths and English	Essential	A
	Studying towards CIPD qualification or equivalent professional experience	Desirable	A
	Provide evidence of continuous professional development	Desirable	A, I
	Hold an undergraduate degree or equivalent	Desirable	A

*** A = application; I = interview; T = test**

Background & Experience

	The successful candidate should have substantial experience of:		
	Operating in an HR environment – preferably within Higher Education	Essential	A, I
	Working with managers at all levels.	Essential	A,I
	Working in a face paced customer focused and results orientated environment	Desirable	A,I
	Capable of working on own initiative and self-starting	Essential	A,I
	Experience of providing high quality, high volume administration and office support in an HR support function.	Essential	A, I
	Successful achievement of, or contributing to the achievement of, targets and objectives	Essential	A,I
	Developing a positive personal and professional network to secure knowledge and improve service delivery	Desirable	I

Knowledge

	The successful candidate should have demonstrable working knowledge of:		
	Administration management and the use of related IT applications, such as MS Office	Essential	A, I
	Resourcelink HR/Payroll system	Essential	I
	HERA job evaluation system	Desirable	I
	Use of E-Recruitment system	Essential	A, I

Skills & Competencies

	The successful candidate should demonstrate:		
	Results focused	Essential	I
	Confidence in operating in an environment of change	Desirable	I
	Good communication skills: verbal, written and in presentations	Essential	A,I
	The ability to build and sustain effective professional working relationship within HR and the wider business environment	Essential	A, I
	The ability to think creatively and innovate	Desirable	I
	The ability to look continuously for opportunities for improvement and to develop these ideas with the Head of HR Operations, Recruitment and Systems	Essential	A, I

	Commercial awareness	Desirable	I
	Excellent IT skills and the ability to extract /analyse data from Human Resources Information Management Systems	Essential	A, I
	High levels of integrity, confidentiality and sensitivity	Essential	I