

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: HR Officer

Accountable to: HR Consultant

Contract Length: Permanent

Hours per week/FTE:

Weeks per year: 52

Salary: £27,226 - £33,236 per annum

Grade: 3

Service: HR Services

Location: High Holborn

Purpose of Role:

To provide an effective support and administrative function to colleagues within HR Services Team as well as acting as a liaison and contact point for managers and staff in client group(s). The role holder will be expected to contribute to the overall effective service delivery of providing information and support to ensure a high quality of service is provided to client group (s).

Duties and Responsibilities:

- Providing a quality, customer focussed first line, advisory and information service, giving initial support and guidance on the application of all HR policies and procedures.
- To undertake routine processing tasks using the iTrent system in respect of administering the employee lifecycle (i.e. new appointments; resignation, retirements maternity benefits and other contract variations as necessary)
- Assist the HR Consultants in monitoring staff sickness absence (in collaboration with the local absence administrator), alerting the relevant Consultant where formal action is necessary and supporting them in taking further action, including initiating medical referrals to Occupational Health and taking follow up action where necessary.
- Assist with employee relations casework, including arranging formal meetings and preparing paperwork for hearings and appeals.
- Assist in the review of recruitment paperwork, ensuring job descriptions/person specifications comply with best practice and legislation, ensuring effective workflow of Form A's and job descriptions through to the Recruitment Co-ordinator, and liaising with the Co-ordinator to ensure timely placement.
- Assist in the role analysis of new posts and vacancies by undertaking 2nd scoring of roles in accordance with UAL grading process to ensure that they are graded correctly before advertising.
- To download standard reports and react to trigger reminders from iTrent for review and action as necessary in respect of Criminal Records bureau, temporary appointments, maternity leave, allowances and other relevant contract variations etc.
- Assist and support the process around immigration and certificate of sponsorship for non EEC nationals employment in the UK.
- Provide support to the administration and outcomes of annual processes such as PRA and Hourly Paid academic staff redundancy and re-contracting process.
- To participate in the induction of new staff and support other colleagues as required.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships

- Deputy Director, HR
- HR Business Partners
- HR Consultants
- Managers and staff
- Payroll & Pension team colleagues
- Development & Learning colleagues

Specific Management Responsibilities

Budgets: n/a

Staff: n/a

Other (e.g. accommodation; equipment):n/a

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Person Specification	
Specialist Knowledge/Qualifications	GCSE or equivalent standard ability in both Maths and English.
Relevant Experience	Significant demonstrable administrative experience. Experience of working in a busy office environment providing support to colleagues and client group. Able to take good notes. Ability to use range of Microsoft Office applications. HR experience (desirable).
Communication Skills	Ability to provide routine oral and written information clearly and concisely and is able to understand and explain technical terms commonly in use in own area of work.
Leadership and Management	
Research, Teaching and Learning	
Planning and Managing resources	Has own systems to enabling planning, prioritising and organisation of work to achieve objectives on time. Able to cope with high level of often routine work.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive customer service at all times. Is unfazed by demanding customers and works in a professional manner at all times.
Creativity, Innovation and Problem Solving	Uses initiative to resolve problems. Is prepared and able to offer solutions only referring to manager if issue is complex or requires a decision outside their level of responsibility.

Last updated: 16th February 2015