

Job Description



General Details	
Job Title:	Human Resources Administrator
Faculty/School/Service:	Human Resources
Normal Workbase:	Stoke campus
Tenure:	Fixed term for up to 9 months
Hours/FTE:	Full time, 37 hours per week
Grade/Salary:	Grade 4
Date Prepared:	August 2018

Job Purpose
To provide a comprehensive administrative and clerical support service associated with the work of the HR&OD Service Centre, including the provision of routine advice and support regarding University terms and conditions of employment.

Relationships	
Reporting to:	Human Resources and Organisational Development Service Delivery Manager
Responsible for:	No staff responsibility

Main Activities
As directed by the HR and OD Service Delivery Manager, undertake a range of Human Resources and Organisational Development administrative duties including, but not limited to:
1. To undertake a range of administrative and clerical tasks connected with the recruitment, selection and appointment of staff
2. To handle appropriate screening of applicants including UKVI Right to Work checks, Disclosure and Barring Service (DBS) checks, references and other pre-employment checks as directed
3. To undertake the administration of new appointments and secondments, including the issuing of new or revised contracts of employment
4. To provide routine advice and guidance over terms and conditions of employment
5. To provide administrative support for training and development activities, including appropriate record keeping and reporting

6. To assist in the provision of management information and other reports as required
7. To develop and maintain systems and procedures for the effective operation of the Human Resources and Organisational Development department, including the use of digital technology
8. To raise orders and process invoices using the computerised finance system in accordance with the University's Financial Regulations
9. To administer the University's job evaluation scheme
10. To take minutes of meetings as requested, including the minuting of disciplinary and grievance investigations and hearings
11. To provide administrative support to members of the Human Resources and Organisational Development management team as required
12. To undertake a range of administrative and clerical tasks required for the effective delivery of Human Resources and Organisational Development matters in accordance with the requirements of employment legislation, audit requirements, confidentiality and policy and procedures
13. To provide support at University events as required
14. To undertake any other reasonable duties as may be required from time to time

Special Conditions

The role holder may be required to travel between sites from time to time in a cost-effective manner.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.