

Job Description

Job title	PA to the Director of HR&OD and Administrative support to HR&OD Department
School/Service	Human Resources & Organisational Development
Normal Workbase	Stoke Campus
Tenure	Permanent
Grade/Salary	37 hours per week/ 1.0 FTE
FTE	Grade 4
Date prepared	January 2021

Job Purpose

To provide a comprehensive personal assistant support role to the Director of HR&OD and administrative support to the HR&OD Department. Support the delivery of an effective and customer focused personal assistant role in accordance with internal policies and procedures and legal requirements.

Act as first line support to the HR and OD, Health and Safety and Equality, Diversity and Inclusion Teams, ensuring that documentation is accurate, and the correct processes and procedures are followed.

Relationships

Reporting to:	HR Services Team Leader
Responsible for:	No Line Management Responsibility

Main Activities

As directed by the HR Services Team Leader, undertake a range of PA, HR Admin, payroll, health and safety, equality and diversity and professional development administrative duties including:

- To effectively manage the diary of the Director of HR&OD and the team calendar
- Provide PA support to the Director of HR & OD including Inbox Management, Invoicing for the HR Department and other general activities as required.
- To organise internal and external meetings on behalf of the senior management team, to plan, co-ordinate agendas for, assemble papers for and to take minutes at meetings and to ensure follow up actions are completed
- To produce high-quality documentation on behalf of the team, including internal and external correspondence, reports and presentations.

- To initiate correspondence on behalf of the Director of HR&OD and the SMT, including the composition of draft responses to emails, letters and other formal correspondence. Responsible for accurate filing and storing of employee data according to data protection requirements.
- To collate papers and related briefing material, using an appropriate bring-forward system, in advance of the schedule of meetings and appointments etc
- To provide support to the wider HR team including note taking for investigation meetings, monitoring stationary, raising orders and processing invoices using the computerised financial system in accordance with the University's Financial Regulations.
- Deliver excellent customer service, clear and concise communication and respond to all enquiries in a timely manner in line with the service SLA.
- To assist with aspects of the recruitment process, for Executive appointments both internal and external appointments, secondments, and the issuing of new or revised contracts of employments.
- As first point of contact for enquiries you will provide basic first line advice and guidance referring employees to appropriate policies and procedures available via the intranet or escalating to advisors or wider team where appropriate.
- Manage a variety of HR inboxes and case management system ensuring all work is categorised and distributed appropriately within the agreed SLA's.
- To undertake the arrangement of appropriate screening of applicants including UKVI, Disclosure Barring Service (DBS) checks, work permits references and medical clearance as required. Alongside providing confident advice and guidance to any new employees regarding the need and requirements of the above checks.
- Process administrative activity relating to the employee life cycle including onboarding, personal changes, contractual changes, parental leave, sickness, and leaver information in line with the requirements of employment legislation, audit requirements, GDPR, confidentiality and policy and procedures.
- Provide guidance and advice relating to relevant compliance regulations including UKVI legislation, including the skilled worker, global talent, graduate, student and government authorised exchange routes, sponsorship, visitor rules and right to work check procedures, along with reporting migrant worker activity on the Home Office's sponsor management system, in accordance with sponsor duties.
- To maintain and update the HR database in line with employment regulations, whilst engaging and supporting changes within the HR system. Support Payroll processes by ensuring all the relevant HR data is accurate and collated in line with GPDR and the University compliance regulations.
- Support ad-hoc data and freedom of information requests ensuring the appropriate process, and approvals are followed and managed.
- Provide end to end function support and be able to provide basic guidance for Health and Safety and Equality, Diversity and Inclusion functions.
- Always display professional and appropriate behaviours whilst representing the HR and OD department, leading by example by ensuring all policies and procedures are followed and demonstrating a Service-orientated attitude and willingness to learn.
- Interpret and confidently communicate the University's policies and procedures to all employees.
- To provide support at University events (e.g., Celebrating Staff Success, Aspiring Leaders).
- To undertake any other responsible duties as may be required from time to time.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

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Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

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.

Staffordshire University will use anonymous application forms for this role, however we recognise that applicants may want to include additional information demonstrating their research or publications. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.