

## **BUSINESS ADMINISTRATOR (HR)**

### **Maternity Cover**

**REQ180797**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **Job Description**

#### **Job Grade**

Administrative Services Grade 4

#### **Job Purpose**

To work within the School of Social Sciences administrative support team to provide business administration support, principally in the area of Human Resources but also covering for other roles within the Business Administration Team.

#### **Job Duties**

##### ***Business Administration (HR)***

1. To assist with the recruitment and selection of staff within the School including:
  - creating documentation such as job descriptions/person specifications using standardised documentation;
  - inputting vacancies onto the on-line recruitment system;
  - monitoring applications throughout the process;
  - preparing shortlisting matrices and providing other information and documentation to shortlisting panels;
  - organising and making arrangements for interview panels, including setting up video conferencing interviews (e.g., via Skype) where required;
  - requesting references;
  - inviting candidates to interview and being first point of contact with them;
  - preparing panel paperwork;
  - uploading offer of appointment information and liaising with the HR Recruitment team to progress contracts;
  - conducting immigration checks for casual staff;
  - monitoring of staff working visas in line with University policy and UKVI.
2. To assist with the induction of new employees.
3. To create and maintain accurate staff personnel files.
4. To assist the Business Administration Manager and Dean with probation monitoring and recording.
5. To assist with monitoring the progress of internal academic promotion applications on behalf of the Dean, liaising with HR as required.
6. To assist with maintaining accurate records of fixed term contracts and co-ordinating associated paperwork for extensions or terminations of such contracts.

7. To administer the process for annual performance and development reviews (PDRs) and ensure completed PDR forms are uploaded to iTrent.
8. To assist with administering the process for the appointment of Associate Deans and Heads of Department within the School in line with University procedures and maintain records for reporting purposes.
9. To assist academic staff with applications for Academic Visitors to the University, ensure appropriate facilities are in place to receive and support visitors, and arrange the billing of associated bench fees.
10. To coordinate space allocation within the School including allocation of offices to new staff members, and liaison with Facilities Management with respect to refurbishment and maintenance of offices as required.
11. To maintain sickness absence records on iTrent for all staff in the School.

### ***Business Administration (Finance)***

1. During times of high demand, to provide cover and assist with procuring goods and services as required using the Agresso Finance System and Key Travel Console; maintain appropriate financial records to ensure compliance with policies and procedures.

### ***General Administration***

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with students and academic staff, but will also include external organisations and parents.
2. To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.
3. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
4. To ensure compliance with relevant University policies and procedures.
5. To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.
6. Providing general administrative support including committee servicing.

### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Business Administration Manager.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage	
Experience	Previous relevant experience of working in a busy office environment.	1,3	
	Experience within a student or other customer- focussed environment.	1,3	
	Experience of establishing and maintaining accurate electronic records.	1,3	
	Experience of working individually and as part of a team.	1,3	
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3	
	Able to work under pressure and keep to deadlines.	1,3	
	Able to plan, prioritise and work independently with minimal supervision.	1,3	
	Excellent interpersonal, organisational, oral and written communication skills.	1,3	
	Able to deal with a variety of people in a professional manner.	1,3	
	Able to work with accuracy and attention to detail.	1,2,3	
	Able to maintain confidentiality.	1,3	
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3	
	Training	Demonstrate evidence of having undertaken further training.	1,3
		Adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1	
	GCSE Grade C or equivalent in English and Mathematics.	1	

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of Loughborough University administrative procedures.	1,3
	Experience of Loughborough specific systems and procedures.	1,3
	Experience of HR processes and recruitment.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg Agresso, iTrent.	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1,3
	Experience of servicing committees including minute taking.	1,3
Qualifications	Working towards appropriate professional qualification e.g. CIPD.	1, 3

## Conditions of Service

The position is full-time, fixed-term providing maternity leave cover until 15 November 2019 or the earlier return of the current post-holder, whichever is the sooner. Salary will be on Administrative Services Grade 4, £20,275 to £24,029 per annum at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for Grades 1-5, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Applications

The closing date for receipt of application is 21 October 2018

Interviews will be held on 8 November 2018