

## **BUSINESS ADMINISTRATOR (HR)**

***Fixed Term for up to 12 months – Maternity Cover***

**Job Ref: REQ240172**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

Fashion and Textiles, Product Design and Graphic Design in the School of Design and Creative Arts at Loughborough University rank 1st in the Guardian University Guide 2023. Art and Design at Loughborough University ranks 2nd in the Times Good University Guide 2023, and the Complete University Guide 2023. Results of the 2021 Research Excellence Framework show that 100% of Loughborough University's research impact in Art and Design is now rated as 'world-leading' or 'internationally- excellent'.

### **Job Description**

#### **Job Grade:**

Administrative Services Grade 4

#### **Job Purpose**

To work within the School of Design and Creative Arts administrative support team to provide support for

Business Administration, principally in the area of Human Resources and Recruitment but also covering for other roles within the Business Administration Team.

#### **Job Duties**

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

1. To develop good knowledge and understanding of the University's HR policies and procedures and advise School staff accordingly.
2. To assist with the recruitment and selection of staff within the School including:
  - Requesting appropriate approvals via HR system as required;
  - Inputting vacancies onto the on-line recruitment system;
  - Preparing shortlisting matrices and providing other information and documentation to shortlisting panels; Coordinate recruitment shortlisting meetings to ensure documentation is completed in line with Loughborough processes and UKVI requirements;
  - Organising and making arrangements for interview panels, including setting up video conferencing interviews (e.g., via Teams) where required;
  - Inviting candidates to interview and being first point of contact with them; and preparing panel paperwork;
  - Requesting references; uploading offer of appointment information and liaising with the HR Recruitment team to progress contracts;
  - Advising staff on immigration form completion required for sponsored individuals;
  - Conducting right to work checks on new staff, as appropriate
  - Monitoring of staff working visas in line with University policy and UKVI.

3. To carry out inductions for new staff ensuring all mandatory training is completed. Preparing offices/space ready for new starters; communicating to other staff members to ensure equipment is in place prior to employment commencement.
4. To ensure that leavers return all Loughborough University equipment, office keys and staff passes prior to departure.
5. To manage the School's HR and EDI email inbox, dealing with queries in a timely manner to provide an efficient and effective service to staff.
6. To ensure personal data is handled in line with GDPR requirements and deleted when no longer required.
7. To maintain accurate records of fixed term contracts and co-ordinate associated paperwork for extensions or terminations of such contracts.
8. 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 in conjunction with the School's Finance Team.
9. To maintain sickness absence records on iTrent for all staff in the School and ensure relevant certification is obtained and uploaded to iTrent.

#### ***Business Administration (Facilities)***

1. To coordinate office allocation within the School and highlight to the Business Administration Manager, in a timely manner, where demands are unable to be met.
2. To control the allocation and recovery of office keys within the School ensuring an accurate list is maintained for auditing purposes.

#### ***Additional Duties***

1. Support School events such as open days, visit days and degree shows.
2. Providing general administrative support including minutes and committee servicing as required.
3. To act as DSE Assessor for the school.
4. To provide administrative support to the People and Culture Team.

#### ***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.

## **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 Jayshree Lodhia, Business Administration Manager.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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	Experience working within a HR administrator role	1, 3
	Experience of the employee life cycle and recruitment	1, 3
	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, 3
	Able to maintain confidentiality.	1, 3
	Excellent practical IT skills including Microsoft Outlook, Teams and Excel	1, 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
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1, 3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience working as a DSE Assessor	1, 3
	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
	Skills using relevant Loughborough University IT systems eg iTrent, and Agresso.	1, 3

	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1, 3
	Able to take Minutes	1, 3

## Conditions of Service

The position is FULL TIME and FIXED TERM for 12 months, or earlier return of the post-holder. Salary will be on Administrative Services Grade 4, £23,700 - £27,181 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 STAFF 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 and subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/az/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/>