

HR Officer

Job Ref: REQ240603

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Department of Human Resources is a key professional service within the University. We support the University's mission by delivering a high quality, progressive, equitable and inclusive employment experience, working closely with leaders in the organisation. Our vision is for the University to be a diverse and inspiring place to work that enables people to be themselves and perform at the highest levels in support of the University's ambitions. The Department comprises the following teams:

- HR Partnering
- HR Services
- HR Systems and Data
- Recruitment and Resourcing
- Payroll Services
- Reward and Benefits

Job Description

Job Grade: Administrative Services Grade 4

Job Purpose

Work as part of the HR Services team consisting of HR Officers and HR Advisers providing a high quality, solution focused HR service to the University's employees and their managers.

Contribute to delivering a high quality, progressive, equitable and inclusive employment experience for all staff in support of the University's mission

Job Duties

- Responsible for delivering HR support on employee lifecycle processes to Schools and Services across the University whilst working as part of team to deliver an overall seamless service
- Support employee lifecycle processes relating to probation, contract changes, DBS, sickness, extended family leave, holidays, resignations and retirement by liaising with managers, producing correspondence and updating HR systems
- Ensure HR systems and documents are updated accurately and in a timely way
- Administer the workforce information processes relating to contractual employee data, including (but not limited to), salaried and casual employees, ensuring all payroll deadlines are met
- Receive a range of HR queries and respond to them in a solution focused way or forward them to the appropriate HR team

- Provide general administrative support, including note taking, as required by the HR Advisers and HR Partnering team.
- Ensuring personnel filing is maintained and archived in accordance with the retention schedules
- Collaborate in routine house-keeping data checks to support the integrity of the data and system applications
- Support colleagues with their understanding and use of HR systems as required
- Adhere to best practice on all HR practices with a focus on continuous improvement
- Undertake project work as delegated to by the line manager
- Maintain confidentiality in relation to people matters and information management complying with GDPR
- Any other reasonable duties as assigned by the Director of HR

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 HR Services Team Leader

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	Experience of working in a large, complex organisation, ideally in an HR environment	1
	Experiencing of processing high levels of administrative tasks with a high level of accuracy and in a timely manner	1, 2, 3
	Experience of using IT systems, ideally HR systems	1, 3
	Experience of working in a customer focused environment	1, 3
	Experience of maintaining confidentiality and compliance with GDPR	1, 2, 3
Skills and abilities	An appreciation of the role of HR in creating a high quality, progressive and inclusive employment experience	3
	Ability to work on own initiative with minimal levels of supervision	1, 3
	Meticulous attention to detail	1, 2, 3
	Strong interpersonal skills to be able to build relationships with a range of stakeholders	1, 2, 3
	Commitment to equity, diversity and inclusion	1, 3
	Commitment to high levels of customer service and providing a positive employee experience	3
	Ability to prioritise tasks and work to pressure meeting deadlines	1, 2, 3
	Excellent Microsoft Office skills including Teams, OneDrive, Outlook, Excel.	1, 3
	Understanding of employment legislation	1, 3
	Flexible approach, able to adapt to changing environment	3
Qualifications	A Level education or equivalent experience	1
	CIPD Foundation Certificate or willingness to complete within 18 months of starting	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience with HR Systems ideally iTrent	1

Conditions of Service

The position is FULL-TIME (37 hours) and OPEN-ENDED. Salary will be on Administrative Services grade 4 from £23,700 to £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/STAFF GRADES 6 AND ABOVE, 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/>