

BUSINESS ADMINISTRATOR

(Human Resources and Facilities Management)

Full-time and open-ended starting as soon as possible

Job Ref: REQ250925

Job Description

Job Grade: Administrative Services Grade 4

Job Purpose

To work within the School's Business Support Services team to provide business administration support, principally in the area of Human Resources and Facilities Management but also covering for other roles within the Business Support Services 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 iTrent as required;
 - 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;
 - attend academic 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 MS Teams) where required;
 - inviting candidates to interview and being first point of contact with them;
 - 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;
 - preparing offices/space ready for new starters;
 - communicating to other staff members to ensure equipment, workload allocation etc, are in place prior to employment commencement.
 - requesting casual contracts on iTrent and processing associated dashboard claims;
 - conducting immigration checks for 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.
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 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, including induction, and arrange the billing of associated bench fees in conjunction with the School's Finance Team.
9. To assist with the collection, preparation and delivery of School-level information in response to internal and external requests eg, subject access requests.
10. 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 space allocation within the School and highlight to the Deputy Head of Operations (Business Support Services), in a timely manner, where demands are unable to be met.
2. To manage the School's FM email inbox, dealing with queries in a timely manner to provide an efficient and effective service to staff.
3. To ensure offices are maintained to a good standard to meet health and safety requirements and manage refurbishment requirements in line with budgetary restrictions, referring to the School's Finance Officer or Operations Manager as required.
4. To control the allocation and recovery of keys within the School ensuring an accurate list is maintained for auditing purposes.
5. To undertake DSE Assessments as required and work with the School's Facilities and Health and Safety Officer to address any identified actions.
6. To liaise with other Professional Services within the University with respect to refurbishment and maintenance of School space, including the ordering of office furniture, signage etc.
7. To support the School's Safety Officers with building inspections, recording and following up the resultant actions including disposal of electrical items via WEEE.
8. To be responsible for reporting faults and maintenance requests via the Archibus system and following up requests to ensure completion.

General Administration

1. 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.
2. To ensure compliance with relevant University policies and procedures.
3. To undertake any training and development deemed appropriate for the position by the Deputy Head of Operations (Business Support Services) and the relevant line manager.
4. 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 Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

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

Organisational Responsibility

Reports to Business Administration Officer (Human Resources and Facilities Management)

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- focused 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, Dashboard	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 and OPEN-ENDED. Salary will be on Administrative Services Grade 4, £26,527-£28,778 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, 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 equity 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/>