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| Role | HR ADMINISTRATOR/HR ADVISER | | |
| Standardised Job description code | GENHR-02 | Grade | 5 |
| Role Purpose | | | |
| The purpose of this role is to support the delivery of HR services by managing a range of administrative and operational processes with accuracy, compliance, and efficiency. The postholder is responsible for tasks such as recruitment, payroll changes, visa administration, and staff inductions, while providing clear guidance to managers and staff on routine HR matters. By applying knowledge of HR policies and regulations, and suggesting improvements where appropriate, the role contributes to smooth HR operations and supports the wider HR team in delivering a professional and responsive service. The postholder also plays a key role in fostering collaborative relationships and sharing best practice across the HR community. | | | |
| Grade Descriptors | | | |
| [high level core purpose commensurate with grade descriptor] =not to be edited | | | |

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| * Oversees HR administrative processes, providing guidance and support to ensure efficient and accurate execution of tasks and adherence to policies and regulations. |
| * Takes responsibility for planning own tasks and efficiently organizes short-term projects or coordinates activities related to day-to-day operational HR such as PDR’s, recruitment exercises, preparation of documentation, inductions and visa applications. |
| * Proposes improvements to HR procedures, interpreting customer needs, and often contributing to decisions impacting day-to-day HR operations. |
| * Engages in daily communication and networking to cultivate professional relationships across the HR community and facilitate the exchange of best practice information. |
| * Communicates effectively with line managers and employees, tailoring to the audience and ensuring clarity and precision in interpreting policy and procedure queries |
| * Applies a practical understanding of HR policies and procedures to identify and resolve questions or appropriately redirect |
| * Possesses a comprehensive understanding of relevant HR systems and procedures, continuously pursues specialist development for example Home Office regulations, GDPR and applies this expertise to support HR operations effectively. |
| * Acts as a point of reference for less experienced colleagues. |

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| **CORE RESPONSIBILITIES [high level work which applies to multiple employees]** |
| Guidance on what can be changed can be found in the Toolkit for Managers & HR  Changes to core responsibilities must be checked and verified at local HR level to ensure edits are appropriate and remain within grade descriptor boundaries described above |
| **HR Service & Administrative Support** |
| * Provide accurate and timely administrative support across the HR function, including managing employee records, HR databases (e.g., CoreHR, Teamseer), and generating reports as required. |
| * Confidently advise line managers and staff on routine HR queries, interpreting policies and procedures, and redirecting complex issues appropriately. |
| * Support HR team projects, including note-taking at formal casework meetings and contributing to team initiatives. |
| * Apply practical understanding of HR policies and procedures to identify and resolve questions, ensuring consistency and accuracy. |
| **Recruitment & Induction** |
| * Manage the end-to-end recruitment process, including: liaising with managers to understand staffing requirements, preparing job descriptions and advertisements in line with University guidance, ensuring funding approval and post grading, coordinating shortlisting, interview arrangements, and appointment letters |
| * Support visa administration where necessary, including gathering required information for applications and monitoring key dates. |
| * Plan and deliver induction sessions for new staff, ensuring completion of onboarding tasks, right-to-work checks, Occupational Health, and ID verification. |
| **Compliance** |
| * Ensure compliance with employment law, HR policies, and University procedures across all HR activities. |
| * Maintain confidential personnel files in line with GDPR and Information Security policies. |
| * Monitor probation periods, fixed-term contracts, annual appraisals, annual leave, and sick leave, alerting managers to required actions. |
| * Oversee payroll changes, ensuring accuracy, adherence to deadlines, statutory pay compliance, and application of HMRC IR35 rules where relevant. |
| * Keep up-to-date with relevant legislation and training requirements, particularly immigration regulations and right-to-work procedures. |
| **Teamwork & Development** |
| * Foster positive, collaborative relationships within the HR team, departmental staff, and University-wide HR networks. |
| * Share best practice and knowledge with colleagues, acting as a reference point for less experienced team members. |
| * Continuously develop specialist HR knowledge (e.g., Home Office regulations, GDPR, employment law) to support operational effectiveness. |
| * Contribute to the development and improvement of HR processes and procedures, providing feedback and suggestions for efficiency and effectiveness. |
| Selection Criteria ESSENTIAL [defined by SJD] |
| * Educated to GCSE standard or equivalent (including Maths and English). * Hold, or be working towards, a qualification in HR or a related field (e.g., CIPD) or have equivalent experience. * Experience of working in an HR team or HR role. * Up-to-date knowledge of employment law and key UK employment legislation, including equality, capability, discipline, dismissal, and redundancy. * Ability to communicate HR policies, procedures, and processes clearly and accurately, both verbally and in writing. * Demonstrable ability to prioritise workload and produce accurate, detailed work within deadlines. * Experience of providing a high level of customer service with accuracy and attention to detail. * Experience of relevant administrative work, including proficiency with Microsoft Office and email. * Ability to work independently and collaboratively as part of a team. * Willingness to undertake professional development and training. |

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| Desirable |
| * Knowledge of HR systems such as CoreHR or Teamseer. * Experience managing visa and right-to-work processes. * Experience in project work or process improvement initiatives within HR. |

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| Date |  |
| Edits to core responsibilities checked & verified against grade descriptor by {Departmental HR contact}: |  |