



## **Job Description**

<b>Job Title</b>	HR Administrator
<b>Salary Scale</b>	LIPA Scale 3/4
<b>Responsible To</b>	Senior HR Manager
<b>Responsible For</b>	No subordinate staff
<b>Number in Post</b>	1
<b>Date Revised</b>	March 2023
<b>Job Purpose</b>	
<ul style="list-style-type: none"><li>• To assist the management team in the provision of an efficient and professional HR service.</li><li>• To support with all aspects of the employee lifecycle.</li><li>• Maintaining and working to high standards with due regard to confidentiality and data protection issues.</li></ul>	
<b>Major Tasks</b>	
<ol style="list-style-type: none"><li>1. To perform a full range of generalist administrative duties across the employee lifecycle.</li><li>2. To input data, maintain our HRIS and ensure the quality of HR records.</li><li>3. To support the recruitment and selection process as required and create appropriate documentation.</li><li>4. To prepare appointment documentation for new starters.</li><li>5. To prepare HR Analytics, undertake data collection, recording and monitoring of staff and applicants.</li><li>6. Other general duties commensurate with role and experience.</li></ol>	

## **Job Activities**

### **Major Task 1: Generalist administrative duties:**

1. Answers telephone and e-mail queries in a timely manner.
2. Orders and raises purchase orders for various items, as required.
3. Deals with staff queries as and when they arise (e.g., social welfare documents, standard/basic policies and procedures etc.) liaising with appropriate internal and external bodies as required.
4. Provides ad-hoc administrative support to the Head of HR and Senior HR Manager.
5. Takes notes at meetings, including potentially, disciplinary and grievance investigations.
6. Maintains Leaver spreadsheet, ensures that resignation letters are filed and arranges for exit interviews to take place.
7. Ensures that paperwork and personal files are filed or archived in the appropriate secure manner.
8. Prepares and collates staff newsletters.
9. Maintains specific HR sites on the LIPA Hub.

### **Major Task 2: Data Input, Quality and Record Keeping:**

1. Maintains our HRIS and supports projects to improve data quality.
2. Sets up New Starters and Leavers including changes to personal details.
3. Accurately records annual leave/special leave, reporting any anomalies.
4. Follows up and obtains all appropriate paperwork for staff on sick leave.
5. Enters sickness absences accurately onto the HR/Payroll system and processes occupational health referrals, as required.
6. Files HR paperwork correctly e.g., personal documents, self-certificate forms etc.
7. Ensures that the Department's filing systems are logically organised and maintained.
8. Maintains records of DBS checks and staff images, ensuring that renewals are flagged up in a timely fashion.

9. Maintains the Single Central Records for LIPA HE and LIPA 4-19.

**Major Task 3: Recruitment & Selection:**

1. Posts job vacancies and arranges postings on external sites.
2. Liaises with other departments to ensure that vacancies and associated documents are posted on our website correctly and in a timely manner.
3. Copies, collates and issues recruitment packs.
4. Collates enquirers' details and responds to enquiries.
5. Collates applications for shortlisting including set up of the approved shortlisting matrix and downloading applications sent electronically.
6. Co-ordinates and communicates the selection process arrangements to all parties involved.
7. Meets and greets candidates invited for interview and ensures visitors are shown to the correct meeting rooms.
8. Ensures the smooth running of the selection process and administers recruitment and selection tasks.
9. Communicates with unsuccessful candidates as appropriate.

**Major Task 4: Appointment of New Staff:**

1. Issues approved offer letters and new starter packs.
2. Requests references and tracks responses alerting the Senior HR Manager to any issues.
3. Ensures that the HR Department have had sight of and retain copies of original passports and other documentation as required to satisfy UKVI requirements.
4. Checks original qualification certificates and follows up where necessary, retaining copies of originals.
5. Ensures that DBS applications are collected from relevant staff and forms are processed correctly, that disclosures are returned to the HR Department, approved and recorded appropriately.
6. Assists in producing and issuing contracts of employment within the policies and procedures in place.

7. Ensures that signed contracts, are returned to the HR Department in a timely fashion.
8. Ensures that staff are invited to the HR induction and relevant paperwork received.
9. Takes staff photos and notifies colleagues of new staff starting via e-mail and staff announcements.
10. Liaises with the ICT department and Security to ensure staff ID cards and system log-ins are available from day one of starting in a new role.

**Major Task 5: HR Analytics, Data Collection, Recording and Monitoring in respect of Staff and Applicants:**

1. Prepares HR analytics.
2. Collates equality and diversity recruitment monitoring data and updates the HR database with the information for appointed staff.
3. Collates data for the HESA Staff Return.
4. Collates data for the statutory returns e.g., Office for National Statistics.
5. Inputs data as directed in an accurate and timely manner.

**Major Task 6: General Duties:**

1. Assists with the maintenance of office equipment (e.g. photocopier) reporting faults.
2. Always carries out duties with due regard to Equal and Diversity, Health and Safety, GDPR and other policies as agreed and revised from time to time.
3. Works flexibly including contributing to work projects of a general nature and providing cover for other staff.
4. Completes all mandatory training in a timely manner as requested.

**Notes:**

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. If however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

**Location:**

The job is initially located on LIPA's main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

**Hours:**

37.5 hours per week Monday – Friday.

**Person Specification – HR Administrator**

		<b>To be identified by:</b>
<b>Education and Qualifications:</b>		
GCSEs in Maths and English (Grade 4-9) or equivalent qualification	Essential	Application Form/Qualification Certificates
CIPD Level 3 or equivalent qualification	Essential	Application Form/Qualification Certificates
<b>Experience / Knowledge:</b>		
Demonstrable experience of working within a HR function	Desirable	Application Form/Interview
Knowledge and awareness of data protection and confidentiality issues	Essential	Application Form/Interview
Knowledge of current employment issues, e.g., equality and diversity	Desirable	Application Form/Interview
Experience of working in Higher Education environment	Desirable	Application Form/Interview
Experience of taking accurate notes at meetings	Desirable	Application Form/Interview
Ability to work on own initiative and independently	Essential	Application Form/Interview

<b>Skills and Ability</b>		
Good IT skills including excellent Excel skills	Essential	Interview/Task
Organised, methodical and mature approach to work	Essential	Interview/Task
Excellent multi-tasking skills and comfortable working in busy department.	Essential	Interview/Task
Ability to prioritise and work flexibly, effectively and efficiently in line with the priorities of the HR Department	Essential	Application Form/Interview
Ability to work under pressure and meet deadlines	Essential	Application Form/Interview
Excellent accuracy and attention to detail	Essential	Interview/Task
Ability to work as part of a team	Essential	Application Form/References
DBS disclosure satisfactory to LIPA	Essential	DBS Disclosure document
<b>Personal Qualities</b>		
Enthusiasm with a positive and proactive approach to work	Essential	Interview
A helpful, approachable and customer-oriented manner	Essential	Interview
Discrete and able to maintain confidentiality	Essential	Interview

Calm, confident and professional manner	Essential	Interview
<b>Commitment</b>		
To Equality and Diversity policies and practices	Essential	Interview
To the provision of a high level of service to our customers	Essential	Interview