Job Description Template

1. Job Details

Job title: HR Assistant

School/Support Department: College of Medicine & Veterinary Medicine

Unit (if applicable): Human Resources

Line manager: HR Advisor

2. Job Purpose

To carry out a wide range of administrative activities in order to support the Human Resources Team and contribute to the provision of a comprehensive HR service to the College of Medicine & Veterinary Medicine.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<td>Administer the Payments Payroll payments for casual staff, Ad-Hoc payments, Studentships, Tutors &amp; Demonstrators and external Examiners. Ensure all payment claims are correctly completed, identify, investigate and where possible resolve discrepancies. Ensure payroll deadlines are met</td>
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<td>Assist in maintaining accurate and up-to-date information on the Oracle HR system. e.g. changing address, marital status, email addresses.</td>
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<td>On completion of recruitment processes ensure the ‘applicant tracker forms’ are received and the information entered onto the HR Recruitment system. Review the information given in the form ensuring compliance with UoE requirements.</td>
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<td>Enter relevant information from appointee information forms onto Oracle (this includes emergency contacts/qualifications and HESA information.</td>
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<td>Process advertising invoices – check if costs match estimates and resolve any discrepancies, code appropriately and pass for payment to Accounts Payable. Liaise with advertising agency over recharges, credits etc.</td>
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Responsible for the ‘MVM.Admin’ mailbox, this is the receipt point for wide ranging requests including contract extensions, end of employment confirmations and salary charging changes. This must be checked throughout the day and the postholder must determine who is the most appropriate person to deal with the request ensuring colleagues are made aware of any urgent or unusual requests.

Administer the comprehensive HR filing system (c 1800 live files): preparing new files, archiving dead files and ensuring all filing is accurate and up-to-date. Resolving any filing problems

Responsible for dealing with incoming and outgoing mail, ensuring incoming mail is correctly distributed and any items requiring urgent attention highlighted. Ensuring external mail is correctly addressed and stamped, resolving any address queries.

Responsible for office stationery and supplies – monitoring stock levels, placing orders and checking invoices against goods received.

Dealing with ad-hoc and routine queries in person and by phone/email from staff across the College, resolving if possible or directing as appropriate.

4. Planning and Organising
The postholder is responsible for planning their work schedule on a daily / weekly basis and must be able to prioritise competing demands, e.g. requests for information/support from professional HR staff, payroll deadlines, requests for information from other colleagues, assessment of additional stationery requirements in advance of large non-routine activities.

5. Problem Solving
To comply with Finance Department and employment legislation requirements the postholder must carefully check all claims made through the payments payroll, identifying and resolving queries such as incorrect rates of pay, missing information and entitlement to work in the UK.

The postholder also contributes to the resolution of more general office problems and the development of local practice and procedures, e.g. ensuring retiree’s receive relevant and timely information, resolving supplier problems.

Resolving all queries relating to locations of staff, this is complex as the College has staff based in excess of 100 locations and the information provided via the recruiting department is often incomplete or incorrect.

6. Decision Making
The postholder makes most day-to-day decisions in relation to their work including who should deal with a request or query, who to contact to resolve discrepancies and problems, the quantity and range of office/ stationery supplies required.
7. Key Contacts/Relationships
HR Advisers for day to day information and advice. Salaries for information regarding payments payroll. Communicating daily with colleagues with HR responsibility throughout the College to resolve queries and obtain information. Members of UoE staff on various aspects.

8. Knowledge, Skills and Experience Needed for the Job

A minimum of 2 years administration experience preferably within an HR environment, full competence within the role is unlikely to be achieved in less than 12 months due to the cyclical nature of certain activities. Educated to higher level or equivalent

Skilled in the use of MS Office Word  Familiar with the use of HR database systems, Accuracy and attention to detail are key requirements. The postholder must be a confident communicator with the ability to work with minimal supervision and a well developed understanding of the work of the Department

Ability to work as part of a team.

9. Dimensions
The HR team administer c1800 staff within 4 schools and 5 cross-college departments.
Manage filing system – c1800 personal files.
Assist in preparation of supporting contract documentation (c150 contracts per month)

10. Job Context and any other relevant information

The College has close links with the NHS and the postholder must be aware of the relationships and develop knowledge and understanding of the routine issues which occur as a result.