

**JOB DESCRIPTION**  
**HR Assistant**  
**Vacancy Ref:**

<b>Job Title:</b> HR Assistant	<b>Present Grade:</b> 4S
<b>Department/College:</b> People and Organisational Effectiveness	
<b>Directly responsible to:</b> Team Leader – HR Admin	
<b>Supervisory responsibility for:</b> N/A	
<p><b>Contacts</b></p> <p><b>Internal:</b>            Departmental Officers, Faculty Resource Managers, Recruiting Managers, HR colleagues</p> <p><b>External:</b>            Applicants, Right to work agencies, Occupational Health provider, Disclosure and Barring Service, Advertising Partner, Relocation Partner</p>	
<p><b>Purpose of the job:</b></p> <p>To provide an professional, effective and efficient HR Admin service to all areas of the University by maintaining service level agreements and customer service standards. Utilise HR Systems to process all aspects of the recruitment and the employee life cycle.</p> <p><b>Major Duties:</b></p> <ol style="list-style-type: none"> <li>1. Timely and accurate inputting of data to the HRIS (currently People XD) to ensure it reflects the current status of employees, including the production of contracts of employment, the processing of resignations and other changes to contracts throughout an employee's life cycle.</li> <li>2. Inputting data to, and using the e-Recruitment system (currently Stonefish) to provide an effective service to recruiting managers and applicants. Liaison with the advertising agency over the effective placement of external adverts.</li> <li>3. Ensuring compliance with UK legislation and LU policies and procedures in relation to right to work, occupational health, criminal record and associated checks, including assisting with “Day 1” compliance checks prior to approving the payment of salary</li> <li>4. Provide first line guidance to staff and managers about HR policies and procedures, such as recruitment, maternity entitlement, annual leave entitlement and contribute to information provided via the HR webpages</li> <li>5. Maintenance of manual and electronic filing systems including uploading copies of documentation to the HRIS and e-Recruitment system.</li> <li>6. To make recommendations to improve the efficiency of existing processes and participate in process reviews as required, taking an active part in service improvement projects.</li> <li>7. Carrying out of any other duties and projects appropriate to the grading of the post as may be directed.</li> </ol>	

