

JOB DESCRIPTION
HR Assistant – Reward
Vacancy Ref: N1316

Job Title:	HR Assistant – Reward	Grade:	4S
Department/College:	Human Resources Division, Strategy team		
Directly responsible to:	Reward and Resourcing Manager		
Supervisory responsibility for:	n/a		
Other contacts			
Internal: All levels of University staff.			
External: Benefit Providers			
Major Duties:			
<ol style="list-style-type: none"> 1. Act as the primary operational contact for flexible benefits including: <ol style="list-style-type: none"> i) answering questions from new and existing members of staff, ii) processing life events for existing members of staff, iii) running monthly provider reports and liaising with the benefits providers, iv) preparing for the annual enrolment window including updating data and testing, and v) staffing the helpdesk during annual enrolment. <p>These tasks require the use of the Flexible Benefits module within CoreHR.</p> 2. To assist the HR Advisor (Reward) with the organisation and administration of HR Committees, notably the Academic Promotions Committees and its constituent sub-committees, including academic probation and professorial review, including: <ol style="list-style-type: none"> i) Collating and checking of submitted case papers for adherence to the required format, ii) Preparation of agenda and meeting papers in both hard copy and electronic formats, iii) Obtaining peer review (reference) assessments, iv) Making appropriate adjustments to employee records on CoreHR and producing contract letters for uploading to the CoreHR portal in relation to promotion, accelerated increments and probation confirmation. 3. Provide secretarial support to the monthly Communication and Consultation Meeting, including scheduling meetings, preparing agenda and meeting papers, taking minutes and logging actions; each of which requires working directly with the Director of Strategic Planning and Governance as chair of this group. Also, organising additional meetings as may be required, for example in support of the Policy Development Framework. 4. Responsible for preparing and collating case paperwork for the Redundancy Committee in advance of the scheduled meetings, including liaising with departments over the timely completion of paperwork and governance staff in relation to the agenda for meetings. Making appropriate adjustments to employee records on CoreHR. 5. Responsible for confirming completion of probation for non-academic staff including liaising with departments over the timely completion of paperwork, escalating appropriate cases to the HR Advisor or Partner. To produce appropriate contractual documentation for uploading to the CoreHR portal. 6. To process successful promotions, increments and ex gratia awards for staff agreed at faculty level, ensuring staff are informed and CoreHR records are updated in a timely manner. 			

7. To administer the long service award process including advising qualifying staff and all subsequent liaison including receipt of their chosen gift and their attendance at the long service dinner.
8. To administer the job evaluation process including monitoring the job evaluation inbox and allocating cases to evaluators using HERA software, and ensuring these are completed by evaluators in line with agreed deadlines. Produce change of contract letters and update CoreHR.
9. To assist in the research and implementation of new employee benefits and reward/recognition initiatives.
10. To provide support for the operational delivery teams where required.
11. To carry out other duties appropriate to the grade of the post as may be directed by the Reward and Resourcing Manager or nominated representative.