

**JOB DESCRIPTION**  
**HR Assistant**  
**Vacancy Ref: N2325**

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| <b>Job Title:</b> HR Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Present Grade:</b> 4S |
| <b>Department/College:</b> Human Resources (Operations)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |
| <b>Directly responsible to:</b> Team Leader (HR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |
| <b>Supervisory responsibility for:</b> N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |
| <b>Other contacts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |
| <b>Internal:</b><br>Departmental Officers, Faculty Resource Managers, Recruiting Managers, HR colleagues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |
| <b>External:</b><br>UK Visa and Immigration, Disclosure and Barring Service, Advertising Partner, Relocation Partner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| <b>Purpose of the job:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |
| <p>To provide an effective and efficient HR service to designated areas of the University including utilising HR Information Systems to process all salaried staff recruitment and produce contractual documentation. Providing a professional, proactive service to customers by adhering to service level agreements and customer service standards.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |
| <b>Major Duties:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| <ol style="list-style-type: none"> <li>1. Timely and accurate inputting of data to the HRIS (currently CoreHR) to ensure it reflects the current status of employees, including the production of contracts of employment (paid and unpaid), the processing of resignations and other changes to contracts (eg fixed term contract extensions)</li> <li>2. Inputting data to, and using the e-Recruitment system (currently Stonefish) to provide an effective service to recruiting managers and applicants. The circulation of redeployment vacancies and liaison with the advertising agency over the effective placement of external adverts</li> <li>3. To provide support in processing HR casework i.e. taking and transcribing accurate notes of meetings, meeting arrangements, all to prescribed deadlines in accordance with procedures</li> <li>4. 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>5. Ensure continuing eligibility to work in the UK. To liaise with the international relocation partner to support effective on-boarding of international recruits</li> <li>6. 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>7. Maintenance of manual and electronic filing systems including uploading copies of documentation to the HRIS and e-Recruitment system. Contribute to projects to reduce the amount of paper held in the HR Department</li> <li>8. To provide cover across the HR and Payroll Delivery teams, including assisting with HR Reception duties</li> </ol> |                          |

9. 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 as directed
10. Carrying out other duties and projects appropriate to the grading of the post as may be directed by the HR and Payroll Delivery Manager, or nominee