

JOB DESCRIPTION
Process Administrator and Divisional Officer, Human Resources
Vacancy Ref: N279R

Job Title:	Process Administrator and Divisional Officer	Present Grade: 6S
Department/College:	Human Resources	
Directly responsible to:	Head of Service Delivery	
Supervisory responsibility for:	HR Assistant (Reception), HR Assistant (Data), Development Programme Coordinator	
Other contacts		
Internal: Includes: All Divisional staff, Central University Administration, FOI/DPA applicants.		
External: Includes; FOI/DPA applicants, Departmental guests, clients, visitors and suppliers.		
Major Duties:		
The Role: Working closely with the Head of HR Service Delivery to provide a high level of administrative support for the day to day activities of the Division specifically providing an efficient and responsive service to internal teams: OED, Safety and Well-Being, Service Delivery, Partners and Management team. The post is pivotal to the operation of the Division providing support for; the review and documentation of HR processes; web-site structure; the co-ordination of ad-hoc projects; communications; liaison with university administration and other divisional administration.		
Major Duties:		
<div><div>1.</div><div>To lead the divisional administration team and ensure the provision of support to staff/teams within the Division, including work allocation and undertaking performance and development reviews (PDR),</div></div> <div><div>2.</div><div>Undertake analysis of processes within the Division including: undertaking options analysis, conducting effective stakeholder engagement, impact assessments and the production of appropriate documentation eg process descriptions, risk registers, user guides and visio charts.</div></div> <div><div>3.</div><div>To be responsible for the daily operation of specified processes eg Points Based Immigration and Vetting and Barring Schemes – acting as a point of reference for others,</div></div> <div><div>4.</div><div>To act as DPA/FOI contact for the Division and ensure responses are made within the appropriate timeframes,</div></div> <div><div>5.</div><div>To provide a support service to the Director of HR and members of the Management Team including management of diaries/supporting correspondence, arranging meetings, production of draft papers for HR committees, obtaining and preparing briefing materials,</div></div> <div><div>6.</div><div>To be responsible for the development and maintenance of the structure of the HR website to enable the update of pages by Divisional teams,</div></div> <div><div>7.</div><div>To provide support for major initiatives such as international visits and graduation ceremonies and to assist with the planning and co-ordination of ad-hoc projects,</div></div> <div><div>8.</div><div>To be responsible for the security and maintenance of the physical resources of the Division. To co-ordinate room allocations, room moves, and furniture sourcing and delivery. To maintain an inventory of resources,</div></div> <div><div>9.</div><div>To be responsible for drafting internal communications eg HoD newsletters,</div></div> <div><div>10.</div><div>To undertake DSE assessments for all HR Staff,</div></div> <div><div>11.</div><div>To be the Divisional Representative for other administrative areas eg Finance, ensuring that processing duties are effectively delegated wherever possible,</div></div> <div><div>12.</div><div>To be responsible for organising and servicing Divisional events eg communications meetings.</div></div>		

13. To be responsible for the recording of sickness absence and any other delegated actions in relation to the HR/Payroll system,
14. To arrange and provide support and cover for other members of the administration team during busy periods and holiday times,
15. To undertake any other duties appropriate to the grade of the post as required by the Head of HR Service Delivery or nominee,