



1 Advertisement

Post Title: Personal Assistant and HR Administrator

School/department: Human Resources

Hours: Part time hours considered up to a maximum of (21.5 per week). Requests for [flexible working](#) options will be considered (subject to business need).

Contract: fixed term for 2 years.

Reference: 2037

Salary: starting at £21,814 and rising to £25,217 per annum, pro rata

Placed on: 27 September 2019

Closing date: 11 October 2019. Applications must be received by midnight of the closing date.

Expected start date: ASAP

A fantastic opportunity has arisen for a highly organised and astute individual, with excellent communication skills, to provide comprehensive personal assistant support to the Deputy Director and Assistant Director of HR and administrative support to the wider HR team.

The post-holder will provide a professional interface between the Deputy Director and Assistant Director in HR and their internal and external contacts. You will be responsible for managing diaries and making all necessary meeting arrangements.

The post-holder will be required to maintain office systems and carry out a wide range of administrative tasks.

The successful candidate will be approachable and confident, with the ability to communicate effectively with a wide range of individuals. You will have excellent communication and IT skills. You will be expected to work well using your own initiative with a varied workload in a busy and interesting environment.

You will become part of a dynamic and friendly team, which is focused on supporting the University in achieving its strategic aims.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/humanresources/>

3. Job Description

Job Description for the post of: Personal Assistant and HR Administrator

Department: Professional Services

Section/Unit/School: Human Resources

Location: Sussex House, University Of Sussex

Grade: 4

Responsible to: Executive Assistant to the Director of Human Resources

Responsible for: N/A

Key Contacts:

Acting as the professional interface between internal and external customers. Support for and continual contact with the Deputy Director of HR, other members of the HR Leadership team and the wider HR team. There will also be liaison across the University and with external contacts and visitors.

Job Purpose and Overview:

To provide a professional interface between the Deputy Directors and key internal and external contacts, while also providing executive administrative support to the HR Team.

Main accountabilities and responsibility areas:

Including major deliverables, projects, processes, responsibility areas:

1. Professional Interface:

1.1 Providing a professional interface between the Deputy Director and Assistant Director of HR and key contacts, proactively and efficiently addressing all queries.

1.2 Crafting professional correspondence and receipt and dispatch of internal and external mail, particularly dealing with electronic mail.

1.3 Liaison with clients/colleagues to build ongoing professional relationships.

2. Exemplary Communication Skills:

2.1 Explain issues and parameters to a range of individuals on all levels of the organisation

or from external sources.

3. Diary Management:

3.1 Complex diary management for the Deputy Directors' office, including forward planning of workload, preparing relevant paperwork and taking minutes where necessary.

3.2 Organising external visitors; planning meeting schedules, booking accommodation, briefing visitors and internal colleagues.

3.3 Arrangement of travel.

3.4 Arrange refreshments for meetings as required.

3.5 Supporting JNC Meetings – liaising with HR and other University staff in order to create agendas for distribution.

3.6 Arranging the annual programme of meetings; securing rooms and ensuring all required personnel are invited.

3.7 Assist with course, seminar and workshop bookings.

4. Administration

6.1 Raise and receipt purchase orders and invoices

6.2 Prepare and maintain annual leave recording for the HR division.

6.3 Record HR staff sickness and submit monthly returns to payroll.

6.4 Purchase and arrange equipment required following Occupational Health assessments.

6.4 Arrange IT equipment and access, inductions, security passes for any new staff in the HR division.

6.5 Liaise with SEF where estate issues are required.

6.2 Assist in the develop of and maintain systems/mechanisms to support key processes

6.3 In accordance with the University's record management, undertake the archiving of files. Liaising with the external storage to recall files as required.

5. Decision Making

7.1 To manage own workload.

7.2 To work collaboratively with the Deputy Directors on priorities and ensuring deadlines are met and projects delivered on time.

7.3 To work collaboratively with other HR administrative staff including, but not limited to, the

Executive Assistant to the Director of HR and the Academic Promotions and Senior Appointments Coordinator.

6. Problem Solving

8.1 To solve problems relating to diary management and meeting clashes, logistics for meeting attendance, travel itineraries' and travel bookings.

8.2 Prioritisation of the conflicting demands on the Deputy Director and Assistant Director's time.

7. Other

7.1 Assist in the maintenance of the computer based and manual files relating to the work of the HR Team (and their functions) including confidential material.

7.2 To provide PA support to the Director of HR, in the absence of the Executive Assistant to the Director of HR.

7.3 To provide administrative assistance to the HR Business Services Manger as required.

4. Person Specification

SKILLS / ABILITIES

	Essential	Desirable
Professional and engaged written, oral (including negotiation) telephone and interpersonal communications skills.	X	
Ability to liaise professionally and proactively with a diverse range of audiences.	X	
Ability to draft business-like email correspondence and tailor template letters.	X	
Able to identify and act on changing priorities and meet deadlines	X	
Ability to use initiative to resolve or refer problems as appropriate.	X	
A proactive and engaged approach to problem solving.	X	
Ability to Touch Type		X

KNOWLEDGE

	Essential	Desirable
Experienced Word and Excel user.	X	
Finance/budgetary systems, eg. Finance system or		X

equivalent.		
HE sector administration		X
Recruitment administration		X

EXPERIENCE

	Essential	Desirable
Experience of operating effectively in an administrative role within a busy environment.	X	
Working in a complex organisation.	X	
Supporting the work of Committees.		X
Previous administrative experience in HE Sector and an understanding of the high level issues affecting the HE Sector.		X
Previous administrative recruitment support		X

QUALIFICATIONS

	Essential	Desirable
GCSE (or equivalent) English and Maths A* - C	X	