



## Advertisement

**Post Title: HR Administrator Graduate Associate**

**School/department:** Human Resources

**Hours:** Full time hours considered up to 36.5 hours per week. Requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** Fixed Term (13 months)

**Reference:** 9235

**Salary:** starting at £20,761 to £22,662 per annum

**Placed on:** 04 August 2022

**Closing date:** 09 August 2022. Applications must be received by midnight of the closing date.

**Expected start date:** ASAP

We have an exciting opportunity to join our HR Executive support team as an HR Administrator Graduate Associate. Working within a fast-paced environment you will be focusing on administrative support for the senior team within HR, including diary management, and organisation of Divisional meetings. You will act as a point of contact for the HR Executive for their internal and external customers.

Being customer-focused, you will be dealing with large volumes of queries, you will have a calm, professional manner and the ability to prioritise and organise your own workload, as well as using your own initiative to solve or escalate problems as appropriate, whilst also ensuring deadlines are met.

This vacancy is only open to University of Sussex graduates from 2021/2022 both UG and PGT.

At the University of Sussex, we offer a unique opportunity to work with a friendly and committed team to provide excellent HR services to employees across the University.

Please find further information about our department here:

<https://www.sussex.ac.uk/humanresources/>

Please contact Jo Francis [Jo.Francis@sussex.ac.uk](mailto:Jo.Francis@sussex.ac.uk) for informal enquiries.

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

<https://www.sussex.ac.uk/humanresources/>

### **3. Job Description**

<b>Job Title:</b>	HR Administrator Graduate Associate
<b>Grade:</b>	G3
<b>School/Division:</b>	Human Resources
<b>Location:</b>	Sussex House, Falmer Campus
<b>Responsible to:</b>	Senior HR Support Supervisor
<b>Direct reports:</b>	N/A
<b>Key contacts:</b>	HR Director, Deputy Director, Assistant Director – Rewards & Retention, Assistant Director – Culture, Equality & Inclusion, Assistant Director – OD, Culture & Well-being, PA & HR Administrator

#### **Role description:**

To assist HR Executive Administration colleagues with the provision of clerical and administrative support to the HR Executive team, ensuring that the processes and services for which they are responsible operate smoothly. Acting as the professional interface for both internal and external customers.

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#### **PRINCIPAL ACCOUNTABILITIES**

1. Provide a friendly and professional interface between the HR Executive team and key internal and external contacts
2. As directed, provide administrative and clerical support to the HR team
3. Within clear parameters to take responsibility for specific projects or areas of work.

#### **KEY RESPONSIBILITIES**

##### **1. Professional Interface**

- Working as part of a team, act as a professional interface between the HR Executive and key contacts. Respond proactively and efficiently to address all queries.
- Liaison with clients/colleagues to assist HR Executive team to build ongoing professional relationships.
- Along with HR Executive Administration colleagues, handle all enquires coming into the HR Administration email inbox, actioning, and responding in a timely manner

- To act as an ambassador for the Division, with a focus on customer service and delivery namely supporting the achievement of the Customer Service Excellence Award by the HR Division.

## **2. Diary Management/Events**

- Assist Senior HR Support Supervisor and PA & HR Administrator with complex diary management for the HR Director and other members of the HR Executive team as directed. Including forward planning of workload and preparing relevant paperwork
- Arrange room bookings and refreshments for meetings as required
- Assist with the organisation of divisional meetings; securing rooms and ensuring all required personnel are invited
- Book training courses, seminars, and workshops for HR colleagues.

## **3. Administration**

- Support colleagues when required to assist with the production of letters and standard reports
- Raise purchase orders and arrange payment of invoices on the Finance System
- Help to arrange IT equipment and access, inductions, security passes for any new staff in the HR division.
- Help to resolve issues within the working environment, liaising with SEF where estate issues are required
- Assist in the development and maintaining of systems/mechanisms to support key processes
- As directed, assist in producing and maintaining information on the website and in publications
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

### **Dimensions**

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

### **PERSON SPECIFICATION**

#### **ESSENTIAL CRITERIA**

1. Educated to degree level
2. With guidance, effective organisational skills to organise own workload and priorities.
3. Effective oral skills to work with colleagues and customers providing information and responding to questions and queries. Effective written communications to be able to respond appropriately to written requests for information
4. Ability to work flexibly within a small team.
5. Competent IT skills to effectively manager own workload – MS Suite.

#### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Good word processing, email and database skills
2. Good written and oral communication skills
3. Ability to work accurately under pressure of deadlines
4. Ability to resolve or refer problems as appropriate

#### **DESIRABLE CRITERIA**

1. Previous experience of general office processes
2. Ability to work proactively and show initiative