**Human Resources Division**

**Administrative Assistant**

Full time, Fixed Term Contract until 22 December 2017  
Salary range: starting at £17,898 and rising to £20,046 per annum

Expected start date: As soon as possible  
Expected Interview date: 27th February, 2017

We are seeking a well-organised and customer-focused individual, to start immediately, to assist the HR Assistant team with the recruitment process, be the initial contact for callers to the office and provide administration support to the HR division.

The successful candidate will have experience of handling large volumes of paperwork and emails within defined timescales, be able to plan and organise their workload and be good at communicating by email and telephone, as well as face-to-face.

**Closing date for applications:** 16 February 2017

For full details and how to apply see [www.sussex.ac.uk/jobs](http://www.sussex.ac.uk/jobs)

*The University of Sussex is committed to equality of opportunity*

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**2. Senior leadership and management**

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

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**3. Professional Services**

The Professional Services comprise approximately 750 staff across eleven main divisions. The budget is approximately £12m a year.

Reporting to the Registrar and Secretary, the Professional Services are organised as follows:

- Academic Registry
- Communications & External Affairs
- Development and Alumni Relations
- Health, Safety and Environment
- Human Resources
- Planning, Governance and Compliance
The University’s professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven Schools of Studies is headed by a School Administrator who reports to their Head of School.

4. **Job Description**

**UNIVERSITY OF SUSSEX**

Job Description for the post of: Administrator Assistant

Department: Human Resources

Section / Unit / School: Professional Services

Location: Sussex House

Grade: 3

Responsible to:
- Overall responsibility – HR Administration Manager
- Day-to-day supervision – Senior HR Assistant

Purpose of the post:

HR Administrative Services is part of the HR Department for the University and is responsible for the effective provision of key HR administrative services, including contract issue, database administration, employee records, management information and recruitment support.

The Clerical Assistant will work as part of a team in the day-to-day operation and delivery of the HR Department’s administrative processes, providing a high level of customer service.

**Principal Accountabilities / Main tasks**

1. Assist the HR assistants with the recruitment process administration.
2. Provide a reception service to the HR Office
3. Undertake general clerical duties.

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

### 1 Recruitment administration

1.1 Handle the incoming recruitment post and email inboxes, dealing with all applicant and recruiting manager enquiries.

1.2 Prepare packs of collated completed application forms and relevant HR forms/documents ready for collection by recruiting manager.

1.3 Arrange interviews – sending invitations to candidates, and keeping the recruiting manager informed. Arrange overnight accommodation for candidates where appropriate and take up employment references.

1.4 Post-interview administration: Prepare regret letters/emails, process feedback requests and process travel and subsistence expenses claims.

1.5 Input equalities monitoring information into database.

1.6 Assist the Senior HR Assistant with archiving / destroying recruitment files and maintaining records.

### 2 Reception duties

2.1 Receive callers to the office, dealing with face-to-face, email and telephone enquiries (referring more complex issues to appropriate colleagues).

2.2 Ensure the office reception and printing area is well-presented.

2.3 Sort incoming post and distribute to relevant HR staff.

2.4 Assisting the HR Assistant team with new employee document checking / copying

### 3 General clerical duties

3.1 Maintain stock levels of documents that are required by HR administrators.

3.2 Monitor stationery stock and ordering stationery, printer/copying and confidential waste supplies for the HR team.

3.3 Carry out filing and photocopying on request.

3.4 Carry out other reasonable duties as required.
5. **Person Specification**

**UNIVERSITY OF SUSSEX**

**Person Specification for the post of: Administration Assistant**

### SKILLS / ABILITIES

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<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Good word processing, email and database skills</td>
<td>X</td>
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<tr>
<td>Ability to work accurately under the pressure of regular deadlines</td>
<td>X</td>
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<td>Ability to use initiative to resolve or refer problems as appropriate</td>
<td>X</td>
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<tr>
<td>Good written and oral communication skills</td>
<td>X</td>
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<td>Able to deal with enquiries of visitors</td>
<td>X</td>
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<td>Effective telephone manner</td>
<td>X</td>
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### KNOWLEDGE

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Knowledge of general office processes, including reception duties</td>
<td>X</td>
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<tr>
<td>Understanding of human resources administration</td>
<td>X</td>
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<td>Ability to understand legislation surrounding the right to work in the UK</td>
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### EXPERIENCE

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<th>Desirable</th>
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<tr>
<td>Sound experience of handling large volumes of paperwork within defined timescales</td>
<td>X</td>
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<tr>
<td>Experience of planning and organising own workload</td>
<td>X</td>
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<td>Experience of working in a complex organisation</td>
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### QUALIFICATIONS

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>English GCSE (or equivalent) at least grade C</td>
<td>X</td>
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<tr>
<td>Educated to A level standard (or equivalent)</td>
<td>X</td>
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### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Flexible and adaptable, with a positive attitude</td>
<td>X</td>
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<td>Able to focus on detailed tasks in an interactive environment</td>
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