



Advertisement

Post Title: HR Assistant Administrator

School/department: Human Resources

Hours: Part time – 18.25 hours per week. Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21122

Salary: starting at £23,144 to £24,248 per rata

Placed on: 11 September 2023

Closing date: 5 October 2023. Applications must be received by midnight of the closing date.

Expected Interview date: 16 October 2023.

Expected start date: October/November 2023

We have an exciting opportunity to join our HR Executive support team as an HR Assistant Administrator. Working within a fast-paced environment you will be focusing on administrative support for the senior team within HR and you will act as the point of contact 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.

Responsibilities will include some diary management, scheduling and organising departmental meetings, processing purchase orders and invoices, as well as helping to manage office processes and systems. In addition, you will carry out a varied range of other administrative tasks for the HR Division.

This role with suit someone who is looking for flexibility around their personal commitments and we have a range of [family-friendly policies](#) that could help support this. We also provide a range of benefits that enable our employees to make the most of their money and take advantage of the opportunities that as a large employer we have access to. This includes pensions, life assurance, confidential employee assistance, discounts on major retail brands, leisure activities, travel to work and £2 lunches.

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 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

Job Title:	HR Assistant Administrator
Grade:	G3
School/Division:	Human Resources
Location:	Sussex House, Falmer Campus
Responsible to:	Senior HR Support Supervisor
Direct reports:	N/A
Key contacts:	HR Director, Deputy HR Director, Assistant Director – Rewards & Retention, Assistant Director – Culture, Equality & Inclusion, Assistant Director – OD, Culture & Well-being, Head of Employee Relations and Policy, HR Administrator

Role description:

To assist the Senior HR Support Supervisor with the provision of clerical and administrative support to the HR Executive and ensuring that processes and services for which they are responsible for operate smoothly. Supporting the wider HR Division and acting as the professional interface for both its internal and external facing customers.

PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional interface between HR 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 HR and key contacts. Respond proactively and efficiently to address all queries
- Liaise with clients/colleagues to assist HR Executive team to build ongoing professional relationships
- Along with other the HR Administrator, handle all enquires coming into shared email inboxes, actioning, and responding in a timely manner
- To act as an ambassador for the Division, with a focus on customer service and delivery of Service Excellence.

2. Diary Management

- Assist Senior HR Support Supervisor with complex diary management for the HR Director and other members of the HR Executive team as directed. Including room bookings, forward planning of workload and preparing relevant paperwork
- Arrange refreshments for meetings as required
- Assist with the organisation of divisional meetings; booking 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 operational and recruitment 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. Good secondary school education
2. 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. Flexible and adaptable, with a positive attitude
5. Competent IT skills to effectively manage own workload – MS Suite.
6. Able to demonstrate personal initiative

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 working in an office environment
2. Ability to work proactively and show initiative