

People Advisor – People Team – Grade E

Job Description

Purpose

To support the work of the People Team in the provision of a comprehensive, efficient, high quality and customer focused HR administrative and advice service to managers and staff across the University.

The post holder will be expected to carry out tasks as set out below under general duties People Advisor, and for either employee administration or recruitment administration. The post holder may focus more on one of these areas however they will be expected to work across both areas as required.

Duties

Employee administration

1. Enter all employee and payroll related information/amendments (e.g. contractual changes/end of employment) onto the HR system in a timely and accurate manner, demonstrating adherence to relevant processes and procedures
2. Prepare and issue accurate employee correspondence (including amendments to contracts) in line with agreed service level agreement
3. Produce offers of employment including contracts and manage pre-employment screening (e.g. references, health clearance, DBS, right to work checks) in line with agreed service level agreements
4. Create new employee records on the HR system and ensure all new starter set up actions are complete
5. Arrange for new employees to attend the University Welcome Event and conduct the event on a rota basis
6. Provide advice and guidance to managers, employees and other workers on UKVI requirements regarding right to work checks, carrying out right to work check training when required
7. Issue/apply for Skilled Worker and Temporary Worker Certificates of Sponsorship as appropriate and ensure that all UKVI requirements are adhered to
8. Ensure that all aspects of family leave are administered correctly, producing appropriate correspondence and meeting with employees as appropriate

9. Play an active role in maintaining HR filing systems in line with established retention schedules and GDPR principles

Recruitment administration

1. Work with managers to plan recruitment campaigns, advise on selection methods and advertising sources
2. Ensure adverts meet University standards and provide support/draft adverts when required
3. Upload adverts to the University jobsite and external sites, liaising with the University's advertising agency as appropriate
4. Provide advice and guidance on redeployment and ensure all vacancies are advertised in line with the Redeployment Policy
5. Ensure that all recruitment campaigns are administered in line with UKVI requirements where appropriate

General duties

1. Provide advice and guidance to managers on a wide range of HR issues including recruitment and selection, probation and absence including sickness absence, annual leave and family leave
2. Build strong relationships with key managers across the University and work to improve quality of service through review of systems and procedures
3. Action and analyse management information reports
4. Contribute to the management of the People Team shared email account
5. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
6. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of a full range of HR processes covering the employee life cycle (Application/Interview)
- Experience of giving advice and guidance to a range of people on HR related issues (Application/Interview)

- Experience of using a HR management information system/database (Application)
- Experience of providing excellent customer services in a busy and varied environment (Application/Interview)
- Experience of working in sensitive and confidential situations (Application/Interview)
- Good organisation skills with the ability to plan, organise and prioritise own workload (Application/Interview)
- A commitment to the HR profession and an awareness of current HR issues (Application/Interview)
- Educated to A Level standard or equivalent experiential learning (Application/Interview)
- Knowledge of basic employment law (Application/Interview)
- Excellent attention to detail and ability to work accurately when drafting correspondence and entering data (Application/Interview)
- Ability to build good working relationships with stakeholders (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- An understanding of the operational and legislative requirements regarding right to work checks and the points-based immigration system (Application/Interview)
- CIPD qualification (Application)