



HR Assistant	
Job Title:	HR Administrative Assistant
Reference No:	0492-18
Reports to:	Deputy Director of Human Resources
Responsible For:	NA
Grade:	C
Working Hours:	18.5 (0.5 FTE)
Faculty/Service:	Human Resources
Location:	Edinburgh Building
Main Purpose of Role:	To provide confidential support to the Deputy Director of Human Resources and Senior Management Team (SMT) across the range of their responsibilities, and general administrative support to the rest of Human Resources team.
Key Responsibilities and Accountabilities:	<ul style="list-style-type: none">• To provide high level, confidential secretarial and administrative support to the Deputy Director of Human Resources and SMT in relation to the full range of their responsibilities.• To support the work of the Deputy Director of Human Resources in respect of project and policy work as required from time to time.• Liaise on a regular basis with other administrators and internal staff up to Director level. Contact with external links will also routinely occur in relation to the Deputy Director and members of HR SMT's responsibility.• To make travel arrangements for the Deputy Director of Human Resources and wider Human Resources team, and others as appropriate, in relation to external commitments.• To provide administrative support as and when required to internal and external meetings, including arrangements, preparation of meeting documentation (drafting agendas), minute taking and progressing actions as directed.

- To assist with the processing of financial and budgetary activities (purchase orders, finance, budget reporting) and in the maintenance of budgetary controls by monitoring expenditure with associated reporting.
- To maintain a confidential filing and archive recording system.
- Support the Management Information Team with HR data capture and data cleansing of the information in the HR System (iTrent) and work closely with the HR teams to ensure a consistent and coordinated service
- Contribute to the update of the HR Website.
- To maintain the efficiency and effectiveness of existing procedures and controls and the accuracy of records and information.
- To assist in the continuous improvement of customer service, systems and processes by identifying opportunities to improve service standards, efficiency and accuracy.
- To maintain effective working relationships and provide support to other areas of the Human Resource Department as and when required.
- To undertake such other tasks as may from time to time be required to meet the requirements of the service commensurate with the grading of the post.
- To work flexibly to meet the requirements of the service.
- To undertake relevant training and development as appropriate to the role.

**Special
Circumstances:**



Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

Experience of providing support to senior management.

A good standard of basic education including English and Mathematics to GCSE Grade C or equivalent.

Knowledge and Experience:

A high level of knowledge and experience of the use of IT systems including Microsoft Word, Excel, Outlook.

Experience of working efficiently to deadlines and prioritising workloads.

Experience of supporting meetings.

Experience of evaluation and development of administrative processes.

Proven ability to produce a range of written correspondence to a high standard.

Experience of working with a range of internal and external contacts.

Desirable

Knowledge and Experience:

Experience of using, maintaining and updating HR databases.

Experience of updating webpages.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Proactivity, initiative and problem solving

- Thinks and acts ahead, identifying problems or opportunities before they arise and act appropriately. Ability to work on own initiative and to prioritise workload. Ability to gather relevant information to advise upon an appropriate course of action in a range of situations.

Planning and Organisation

- Develops clear, logical plans setting out what needs to happen, how and by when. Makes sensible decisions about priorities. Able to organise and plan various projects simultaneously to meet deadlines

Oral and written communication

- Communicates confidently and effectively at all levels. Is able to prepare appropriate summary reports and written information that is easily understood.

Teamworking

- Works co-operatively with others and takes a flexible approach when working within a team.

Date Completed:

November 2018