
University of Sunderland

Role Profile

Part 1

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**University of
Sunderland**

Human Resources Administrator

Job Title:	Human Resources Administrator
Reference No:	
Grade:	B
Working Hours:	37
Faculty/Service:	Human Resources
Location:	Edinburgh Building
Main Purpose of Role:	Working in collaboration with other HR Administrators and HR Assistants take responsibility for providing a robust and efficient HR administrative support in the delivery of key HR administration services.

Key Responsibilities and Accountabilities:

- Maintain accurate HR information including the entry of data onto the HR and Payroll system. Work closely with HR/Payroll Assistants to ensure consistent, timely and accurate input for monthly deadlines. Work proactively with the payroll team on information exchange and updating.
- In line with the aforementioned, you will also produce documents for staff and managers including contracts of employment and the associated pre-employment checks and compliance with immigration requirements, termination and any changes to terms and conditions.
- Maintain the AT Allocate system including the entry of data onto the HR and Payroll system. Working closely with HR/Payroll Assistants to ensure consistent, timely and accurate input for monthly deadlines. Work proactively with the payroll team on information exchange and updating.
- Monitor and process renewals e.g. DBS/work visas.
- To provide support to the HR Assistant team with regards to absence management, analysis monthly reports, work with managers to ensuring the correct paperwork has been completed and returned to HR, as necessary feedback to the HR Assistant(s) so appropriate processes can be followed.
- Administer the Maternity/Paternity/Adoption processes under the direction of the HR Assistant(s) including meeting with staff to guide them through the process.

	<ul style="list-style-type: none"> • To provide support to the HR Assistant team with regards to the E-Recruitment system, maintain accurate information, confirm shortlisting, finish jobs, add redeployment candidates, as appropriate. • Maintenance of secure and confidential HR filing and e file systems and archiving processes. Contribute to the development of processes and procedures that support areas of own remit to align to existing, changing and future University processes. • Daily management of the various HR inboxes • To provide general administration support within the wider team and HR department as appropriate e.g. attendance at meetings and minute taking as and when required, coordinating room booking/photocopying for investigations/hearing etc. • Receiving enquirers, visitors and external suppliers to the Department/University.
Special Circumstances:	

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Role Profile

Part 2

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Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

- GSCE Maths and English Grade C or equivalent

Knowledge and Experience:

- Significant experience of delivering a high quality administration service, including drafting letters and correspondence with an excellent attention to detail.
- Significant experience of delivering a high quality customer service to both internal and external customers and stakeholders.
- The ability to build effective relationships with managers, trade unions and other stakeholders.
- Experience of using IT (including HR) systems and sound knowledge of Microsoft Office
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Desirable

Qualifications and Professional Memberships:

- Associate CIPD
Administration/Business related qualifications Level 3

Knowledge and Experience:

- Experience of working in a Human Resources department.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Communication

Oral

Written

Planning and Organising Resources

	Service Delivery
	Knowledge and Experience
	Decision Making Process and Outcomes
	Analysis and Research
Date Completed:	