HR Coordinator

Hull York Medical School

Closing date: 25 March 2018

Interview date: To be confirmed

Vacancy reference: 6497
INTRODUCTION

Hull York Medical School (HYMS) is a collaboration between the Universities of Hull and York and the NHS. HYMS operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region. HYMS is a young medical school that is developing a growing reputation for its teaching and research.

As HR Coordinator you will be based in the School’s Executive Office and will support the Executive Officer and line managers across the school to coordinate the recruitment of staff. This will include the preparation of job descriptions, scheduling shortlisting meetings and interview panels, advising on appropriate assessment techniques and ensuring that all required paperwork is completed and submitted to the relevant HR teams.

You will support the Executive Officer in the co-ordination of the HR processes, monitoring compliance and effectiveness, including HYMS starters and leavers’ processes and probation reviews. Monitoring fixed-term employment contracts across the School and support line managers to take action as required.
Main purpose of the role

To carry out a range of administrative processes in order to facilitate staff recruitment and other HR processes as part of the Executive Office team within the Hull York Medical School.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Support the Executive Officer and line managers across the School to co-ordinate the recruitment of staff. Including, but not limited to supporting the preparation of job descriptions, scheduling shortlisting meetings and interview panels, advising on appropriate assessment techniques and ensuring that all required paperwork is completed and submitted to the relevant HR teams.

- For clinical academic appointments, ensure compliance with Follett principles and the regulations concerning the appointment of NHS Consultants, including liaising with Royal Colleges where appropriate to ensure compliance in wording of job descriptions. Work with external clinical partners to arrange interview panels.

- Support the Executive Officer in the co-ordination of the HR processes, monitoring compliance and effectiveness, including HYMS starters and leavers’ processes and probation reviews. Monitoring fixed-term employment contracts across the School and support line managers to take action as required.

- Prepare routine HR paperwork, for example contract variation, vacancy requests, using relevant University online systems.

- Liaise with Human Resources to ensure that casual workers have the right to work in the UK. Where necessary verify the relevant documentation and retain required evidence.

- Maintain and monitor the quality of information in the HYMS People system and provide training to end-users of this system.

- Lead on accurate recording and reporting of performance reviews.

- Oversee holiday and sickness recording for the school; prepare exception reports on sickness and attendance to senior managers.

- Oversee the preparation and updating of the school induction documentation and lead on ensuring all new starters receive appropriate induction, including running quarterly HYMS induction events in conjunction with the Executive Officer.

- Liaise with the HR Departments of York and Hull to provide specialist advice and guidance to the wider team.

- Develop and maintain productive networks with University and NHS HR departments in support of the above activities.

- Support the Executive Officer and Finance Manager to proactively manage the school’s recruitment database, in order to efficiently track the progress of all recruitment and to support financial and workforce planning.

- Support the Executive Officer in providing management information on HYMS staff. Liaise with relevant departments to develop reliable and informative data and statistics to both internal and external organisations

- Produce written reports and statistical summaries for routine analysis.

- Use and manage databases, and other office functions to support the work of the school.

- Respond to queries from external bodies.

- Take notes and produce formal minutes at meetings when required.

- Develop and manage office systems to improve the efficiency and effectiveness of the school.

- Undertake ad-hoc project work as directed by the Executive Officer, including presenting findings as required to managers and staff.

JOB DESCRIPTION

At a glance

Salary: Grade 4 / £20,989—£24,285 a year

Hours of work: Full Time, 37 hours a week

Contract type: Open Contract

Based at: Heslington Campus West
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Knowledge of working in a complex organisation or partnership and/or with NHS organisations</td>
<td>Essential</td>
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<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint and on-line media</td>
<td>Essential</td>
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<td>Thorough knowledge of HR processes</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to learn new systems and software including effective use of online collaborative tools.</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<td>Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand.</td>
<td>Essential</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
<td>Essential</td>
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<td>Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences</td>
<td>Essential</td>
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<td>Ability to review procedures and processes and ensure they are fit for purpose and maximise efficiency</td>
<td>Essential</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<td>Excellent planning and organisational skills</td>
<td>Essential</td>
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<td>Ability to build and maintain strong networks</td>
<td>Essential</td>
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# PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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<td>Experience of handling confidential information with a high level of discretion and demonstrates the ability to behave professionally at all times</td>
<td>Essential</td>
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<td>Experience of working to a high level of accuracy and attention to detail.</td>
<td>Essential</td>
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## Personal attributes

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<th>Ability</th>
<th>Essential / Desirable</th>
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<tr>
<td>Able to work as a member of a team</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>Able to work on own initiative</td>
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<td>Good problem solving skills</td>
<td>Essential</td>
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Hull York Medical School

Hull York Medical School is committed to transforming the health of people within the region and beyond – through its students, staff and the impact of its teaching and research.

The joint medical school of the Universities of Hull and York, Hull York Medical School has a reputation as one of the UK’s most exciting, contemporary schools. It was established in 2003 – combining York’s strengths in biological science and health sciences and Hull’s Postgraduate Medical School and large clinical base. Since it was established, it has been inspiring doctors and academic leaders of the future with the research, skills and knowledge they need to look at things differently and advance improvements in healthcare around the world.

**Inspiring doctors and academic leaders of the future**

Hull York Medical School offers exceptional medical education delivered by senior academics and clinicians in a stimulating and supportive environment with world-class facilities.

At undergraduate level the School’s MB BS Medicine programme offers an innovative curriculum focused on clinician led problem based learning and early and sustained clinical exposure across a range of primary and secondary healthcare settings. This approach ensures students graduate as excellent thinkers, evidence-based practitioners and patient-centred communicators who are able to deliver brilliant healthcare.

The School’s postgraduate taught programmes offer students the opportunity to deepen their understanding of subjects such as clinical anatomy, human anatomy and evolution and their applications in practise and education. Courses are also available for health professionals interested in education and educational research. In addition, we offer a Masters in Physician Associate Studies.

Postgraduate research students benefit from a thriving research community and the opportunity to learn from world leading experts who are internationally recognised for their work.

Hull York Medical School facilities at Hull and York offer a stimulating environment in which to learn. The Allam Medical Building at the heart of the University of Hull’s £28million Health Campus is home to Hull York Medical School in Hull. Opened in 2017 by Her Majesty the Queen, the Allam Medical Building provides specialised teaching facilities including a simulated ward, operating theatre and intensive care nursing facilities, and provides opportunities for medical students to work alongside, nursing, midwifery and allied health undergraduates, as well as PhD students, advanced nurse
At York, Hull York Medical School students have a dedicated facility on the University’s west campus. The campus is centred on 500 acres of landscaped campus and the University has, since 2000, invested an unprecedented £500 million in facilities including accommodation, research facilities and a sports campus.

Students across both campuses also benefit from state-of-the-art anatomy facilities.

A partnership for people who want to make a difference
Academic and clinical researchers at Hull York Medical School have a strong reputation for their work, 85% of which was classed as ‘world-leading’ or ‘internationally excellent’ (REF 2014). Their research is advancing improvements in healthcare – treatment, diagnosis and care – improving the health of people locally and impacting national and international health agendas in areas such as cancer research, palliative medicine, mental health and global public health.

The University of Hull’s health research is a major strength and it’s Institute for Clinical and Applied Health Research (ICAHR) brings together expertise from Hull York Medical School and the other schools within the Faculty of Health Sciences with the aim of conducting research which is locally relevant but globally significant. The Institute includes Hull York Medical School research groups concentrating on Diabetes & Endocrinology, Cancer, Cardiology, Palliative Medicine, Primary Care, Respiratory Medicine and Vascular Surgery, and Clinical; trails and methods. Laboratory scientists are focussed on generating new knowledge and understanding of the biochemical, molecular and cellular mechanisms that contribute to the development of thrombosis and metabolic diseases, and translate these in findings into clinical benefits.

At York, the School’s researchers have a global reputation for their work. From scientific discoveries that underpin the development, diagnosis and treatment of the world’s most aggressive diseases, to mental health research which addresses the needs of a wider variety of patients and helps to identify, treat and support them, this work is casting new light and impacting public health globally.

Partnerships
As well as a unique partnership between the Universities of Hull and York, Hull York Medical School works with NHS Trusts, Mental and Community Health organisations and GPs across the Yorkshire Region. These partnerships ensure the School remains in touch with the healthcare needs of the communities it serves as well as abreast of current and future workforce challenges.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6497
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 25 March 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Nadine.smith@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835