HR Administrator

HUMAN RESOURCES

Closing date: 24 April 2018
Interviews: 02 May 2018
**Directors Introduction**

As a member of the Commercial Services team you will be a key contributor in supporting our section to provide essential income to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to Investors in people and this is demonstrated by providing an open door policy giving access to the Management Team from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

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**Human Resources**

The Human Resources department provides a high quality, cost effective service to YCL. To a workforce of over 600. Providing support on a wide range of HR related matters including; recruitment, rewards and benefits, case work, contractual rights, the full employee employment cycle.
YCL

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

YCL is continuously looking for new ways to support the University. In 2017/18 a new retail store and catering outlet will open for the use of students, staff, visitors and local residents.

There are a number of commercially focussed departments which make up Commercial Services, Catering and Bars, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services and support teams including Human Resources Central Administration and Marketing.

YCL was awarded IiP Silver in August 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- On-site parking
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and tradesmen
- Salary sacrifice schemes including cycle to work, childcare vouchers and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates

Attractive Place to Work

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, which includes 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.

During this period of change YCL has also grown to support the larger campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.

The University

Founded on principles of excellence equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the centre for almost 16,000 students across 30 academic departments and research centres. In just 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

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 many attractions.

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

To provide full HR Administration support, including administering the recruitment, employee benefits and rewards processes, parental leave and contract variations.

Key responsibilities and duties:

Recruitment
- Create and maintain records on the University of York’s e-recruitment system, including setting up new vacancies, up-dating applicant records, etc.
- Liaise with managers on recruitment timescales and provide general guidance on the recruitment process.
- Organise the placement of advertisements in the relevant media including the University of York Job Vacancies website, and on other external websites as appropriate.
- Upload CV’s to the e-recruiter system where necessary
- Prepare and send out interview invitations to short-listed candidates
- Send out offer of employment letters, terms and conditions of employment.
- Carry out pre-employment checks including references, DBS checks and eligibility to work in the UK.

Casuals workers
- Process and issue the engagement agreement for casual employees
- Carry out pre-employment checks including references, DBS checks, and eligibility to work in the UK.

Employee Benefit and Reward Scheme Administration
- Process monthly data flows to and from the benefit provider.
- Carry out the administration processes for requests to join the company salary sacrifice scheme – e.g. Childcare vouchers and CycletoWork scheme
- Build up a knowledge of employee benefits content to become first point of contact for specialised benefit information provision/advice

HR Administration
- Handle a wide variety of telephone and email enquiries
- Undertake a wide range of HR administrative tasks
- Use the computerised HR and Payroll System to create and maintain employee records and produce standard reports as and when required.
- Processing general HR matters, including parental leave requests, leavers, reference requests and contract variations.
- Administer weekly department sickness returns and forward to the Payroll department.
- Maintain filing systems and staff personal files.
- Undertake project work as an

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.
## PERSON SPECIFICATION

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>QUALIFICATIONS</strong></td>
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<tr>
<td>• 5 GCSEs at Grade C or above Including English and Maths (or equivalent)</td>
<td>• Working towards or awarded CIPD professional qualification level 3 or above.</td>
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<td>• Commitment to undertake Level 3 CIPD qualification</td>
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<tr>
<td><strong>Experience</strong></td>
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<td>• Experience of working in a busy office environment</td>
<td>• Experience of working with a HR department</td>
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<td><strong>KNOWLEDGE</strong></td>
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<td>• Working knowledge of Administrative procedures</td>
<td>• Knowledge of computerised HR systems</td>
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<tr>
<td>• Advanced knowledge of MS Windows based packages including Word and Excel</td>
<td>• Working Knowledge of HR procedures</td>
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<td>• Awareness of HR legislation</td>
<td>• An understanding of employment contracts and legislation.</td>
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<td>• Awareness of HR legislation</td>
<td>• Understanding of issues in Higher Education</td>
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<td><strong>SKILLS / ABILITIES/ COMPETENCIES</strong></td>
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<td>• Demonstrable IT skills, including word-processing, developing, updating/maintain spreadsheets and databases accurately</td>
<td>• Ability to set up spreadsheets and databases.</td>
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<td>• Ability to set up and maintain manual and electronic filing systems</td>
<td>• Ability to create/maintain webpages</td>
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<td>• Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet tight deadlines</td>
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<td>• Effective organisational and prioritisation skills</td>
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<td>• Effective verbal communication and interpersonal skills to all levels</td>
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<td>• Ability to work independently using own initiative taking ownership and responsibility</td>
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<td>• Ability to work as an effective team member</td>
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<td>• Ability to maintain confidentiality</td>
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<td><strong>Additional</strong></td>
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<td>• A positive and co-operative approach to providing a service</td>
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<td>• Sensitivity and resilience when dealing with a range of issues</td>
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<td>• A willing and flexible approach to new tasks and areas of work</td>
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How to Apply

Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using reference 6592
- Complete the online application form

You will need to submit your application by midnight (GMT) 24 April 2018.

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

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

The Company will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council website

Applicants aged under 18 year of age will only be offered 20 hours a week or less and they must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

Direct queries to ycl-hradmin@york.ac.uk
01904 328413/01904 328424