HR Administrator

Human Resources

Closing date: 14 April 2019

Interview date: 30 April 2019 & 2 May 2019

Vacancy reference: 7482
INTRODUCTION

This role provides administrative support to the HR Director's office, including supporting the Occupational Health adviser with various clinic appointments and data input. The role reports to the PA/Office manager.
JOB DESCRIPTION

Main purpose of the role
To carry out routine, established administrative processes in order to facilitate the smooth running of the HR Director’s department.

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

- Respond professionally to enquiries, received on the telephone, in person or electronically, and provide a reception and hospitality service
- Provide straightforward advice and support to, or seek information from, departmental/service staff and external customers
- Book travel and accommodation
- Work closely with a number of key HR staff to arrange confidential meetings and appointments using a variety of booking systems for internal and external clients
- Provide extensive administration support, including filing and scanning of confidential files, paperwork and electronic records and communications
- Assist with developing and improving systems and procedures across a number of teams within the department to ensure the smooth-running of activities around the University
- Provide administrative support to departmental meetings by preparing agendas and relevant documents and taking notes
- Assist in the preparation and production of a wide range of department/service documentation using different electronic and paper based media
- Input and extract straightforward data and service-related information using databases, and spreadsheets, and maintain an electronic and paper based filing system
- Order goods and services, raising purchase orders for goods, to be authorised by a more senior colleague
- Make accurate and effective use of computerised office systems to create and revise documents, analyse data and communicate with colleagues and external customers
- Any other duties that fall within the scope of the role as allocated by the line manager.

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>£18,688 a year / Grade 3</th>
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<tbody>
<tr>
<td>Hours of work</td>
<td>Full-Time / 37 hours a week</td>
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<tr>
<td>Contract type</td>
<td>Open</td>
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<tr>
<td>Based at</td>
<td>Heslington Campus West</td>
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# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include 5 GCSE passes at Grade C/Level 4 or above, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge and understanding of the routine practices and procedures used in an administrative office</td>
<td>Essential</td>
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<td>Working knowledge of computer software such as Microsoft Word and Excel</td>
<td>Essential</td>
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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to make efficient and effective use of standard office computer systems including word-processing and spreadsheets</td>
<td>Essential</td>
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<tr>
<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>Ability to work independently to solve a range of straightforward problems relating to administrative processes</td>
<td>Essential</td>
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<tr>
<td>Ability to contribute to the preparation and production of information and promotional material</td>
<td>Essential</td>
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<tr>
<td>Ability to input and extract data from databases and spreadsheets, and prepare standard reports</td>
<td>Essential</td>
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<tr>
<td>Ability to contribute to review of office procedures and systems, working with colleagues to find more efficient ways of carrying out administrative procedures</td>
<td>Desirable</td>
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<thead>
<tr>
<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>Desirable</td>
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<td>Experience of taking an active part in a team, helping colleagues as required, to ensure tasks are completed on time and to required standards</td>
<td>Desirable</td>
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<tr>
<td>Experience of providing advice on administrative procedures to colleagues and external customers</td>
<td>Desirable</td>
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<tr>
<td>Experience of working within a front line customer service</td>
<td>Essential</td>
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<tr>
<td>Experience of dealing with multiple tasks in an organised way</td>
<td>Essential</td>
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<tr>
<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Works as an active member of a team</td>
<td>Essential</td>
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<td>Comfortable working flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<tr>
<td>Adapts well to change and service improvements</td>
<td>Essential</td>
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<tr>
<td>Self-motivated and keen to undertake personal and professional development</td>
<td>Essential</td>
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THE DEPARTMENT

The Directorate of Human Resources (HR) aims to support staff and managers by developing and implementing a range of strategies, expert advice, information and operational services in relation to staff. The HR Director’s support office provides a full administration service to the HR leadership team to ensure the smooth running of the department.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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 AND THE REGION

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 7482
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 14 April 2019

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 hr-director-pa@york.ac.uk
If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835