



Job Title	HR Assistant
Location	University of Leicester Students' Union, LE1 7RH
Contract Type	Permanente
Salary	£22,500 - £24,500 FTE, to be pro rata & DEO
Hours	30 hours over 4-5 days
Reports To	Finance & HR Manager

University of Leicester Students' Union

We are an empowering, innovative and inclusive student-led Union championing the interests of all students at the University of Leicester and providing a community that is a home away from home for our diverse student body. Our vision is that by 2021 that we will be a more active and inclusive Union with a powerful student led voice; delivering meaningful change for students across their Leicester experience.

This newly created posts will be based at the Student Union office in the Percy Gee Building and its main function will be to provide comprehensive, high quality HR support on general operational issues to Student Union (SU) managers and employees of all levels. To provide support to the Finance & HR Manager in managing employee relation cases and undertaking all aspects of HR administration. Additionally to provide a first point of contact for general HR queries and to participate in project work as required by the Finance & HR Manager.

Main Duties and Responsibilities

- To provide first line professional, comprehensive and timely advice to managers and staff on a range of general HR queries such as sickness absence management, terms and conditions of employment, disciplinary and grievance issues, performance management and HR policies and procedures.
- To attend HR meetings, hearings/appeals or investigatory interviews to take notes/minutes as required and transcribe.
- To respond to enquiries to the department (e.g. by telephone, in writing or in person), and liaise with other departments within the Students Union.
- To monitor sickness absence and ensure return to works are completed in a timely manner and in line with the sickness policy and procedures.
- To support the Finance & HR Manager in managing and reducing sickness absence within LSP e.g. supporting Finance & HR Manager with sickness absence audits, assisting in compiling information for managers, organising schedules of training programmes required.
- To provide HR support and advice at initial stage meetings and investigations such as sickness, disciplinary and grievance as delegated by the Finance & HR Manager.
- To support the Finance & HR Manager with responding to Freedom of Information requests and Subject Access Requests in a thorough and timely manner.
- To support the Finance & HR Manager in policy development, the implementation of the HR initiatives and employment legislation, proposing changes and undertaking research and administration as required.
- To support the Finance & HR Manager with recruitment, writing job descriptions, adverts and arranging

interviews in line with recruitment procedures.

- To provide general office cover and administrative support e.g. typing, post, photocopying.
- To undertake all administrative aspects of the department such as annual leave calculation, newsletter production and maintaining accurate HR employment records both electronically and hard copy.
- To maintain the in house time management system
- To maintain and manage the SAGE system which links to payroll, ensuring all contract changes are inputted promptly and new starters are added in a timely manner.
- To ensure all new starter paperwork is accurate, including proof of right to work documentation, and report back to line managers if not, requesting correct information and chasing if required.
- To undertake all new starter orders such as ID badges, parking permits, IT requests and inform the Marketing Department of their starting.
- To liaise with all departments to ensure all employees are supported and able to carry out their roles effectively.
- To oversee the training and development programme which is currently under development.
- To be dedicated to own continual development by attending regular employment law updates.
- To perform any other reasonable task as determined by the Students Union.

Health and Safety

- Be aware of, and at all times comply with, all relevant policies and procedures and all relevant statutory responsibilities including fire safety arrangements, Health and Safety issues including moving and handling, COSHH regulations, etc.

General

The post-holder will:

- Develop and maintain a positive relationship with the University of Leicester and any other organisations which working relationships are essential.
- Be required at all times to develop and maintain positive working relationships with colleagues, students, contractors, external stakeholders and all other individuals they come into contact within the course of their duties.
- To maintain up to date records in line with GDPR
- Maintain at all times any confidential or sensitive information they are privy to in the course of their duties, which must not be shared with any unauthorised person unless expressly permitted to do so.
- Conform at all times to LSU Policies and Procedures with close attention being paid to Equal Opportunities and Equality & Diversity.
- Be flexible and adaptable where necessary in order to meet the ongoing service needs of LSU.
- To undertake any other reasonable duties and responsibilities as required by the Finance & HR Manager.

Person Specification

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, TRAINING AND EXPERIENCE		
Good general education, typically to the Higher/A level equivalent	√	
Experience of working in a busy Human Resources department in the same or similar role.	√	
Experience in disciplinary, grievance, sickness and other employee lifecycle issues, and experience of guiding managers through the processes.	√	
CIPD or equivalent HR Qualification or be studying towards.	√	
Minute taking.	√	
Experience of SAGE end to end payroll	√	
Comprehensive understanding of HR policies, procedures and current legislation	√	
Experience of handling conflicting demands	√	
Experience of managing in house computer systems	√	
Experience of creating and maintaining strong working relationships with a wide range of stakeholders	√	
Experience of working within an educational setting		√
SKILLS, KNOWLEDGE AND ABILITY		
Good IT skills using MS Office, including word and excel	√	
Ability to communicate effectively with people at all levels in both written and oral formats	√	
Ability to represent the Union to staff and external contacts in a professional manner	√	
Ability to manage competing and varied priorities in high pressure situations	√	
Strong organisational and administration skills	√	
PERSONAL ATTRIBUTES AND ATTITUDES		
Passionate about HR	√	
Ability to work on own initiative and as part of a team	√	
Flexible, adaptable and proactive	√	
Friendly, approachable and Supportive	√	
Encourages learning for self and others	√	
Demonstrates high standards of integrity	√	
OTHER ROLE SPECIFIC REQUIREMENTS		
Willingness to undertake training necessary for the job role	√	
Willingness to be flexible and work some evenings and weekends if required	√	