



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Human Resources Assistant, Human Resources



Salary: Grade 4 (£18,777 – £21,585 p.a. pro rata)

Reference: CSHRS1026

Part-time 60% of full time, 21 hours per week

Human Resources Assistant

Human Resources, Corporate Services

Are you customer focussed and able to work independently? Do you have experience of inputting data to systems in an accurate, timely and consistent manner? Do you have experience of working with Microsoft Office?

Working within a team of Human Resources Assistants, you will be responsible for publishing recruitment adverts on our e-recruitment system, generating employment contract letters for successful candidates, and for inputting data into our staff management system (SAP) which drives the payroll and associated University staff-related systems.

With over 7,500 staff working across the University, you will deal with large volumes of payroll and contractual work. You will work to deadlines and will be exceptionally well organised; confidentiality, accuracy and attention to detail are highly important to us.

What does the role entail?

As a Human Resources Assistant, your main duties will include:

- Providing excellent customer service by inputting data into our SAP HR/Payroll system to drive staff payroll and benefits in a timely, accurate and consistent manner;
- Running regular reports to ensure that any pre-arranged amendments to data are altered in time for the coming payroll deadline;
- Working with members of other key services, such as payroll and pension teams to rectify any errors in data entry;
- Publishing job vacancies on the University's e-recruitment system, and liaising with our advertising agency;
- Generating employment contract letters and other associated employment correspondence;
- Acting as the first point of contact with Human Resources, answering or facilitating the response to contractual or pay-related queries;
- Working closely with the HR Manager and the wider HR team to provide support as appropriate;



- Ensuring that paper and electronic files are stored accurately, to achieve compliance with the General Data Protection Regulations procedure.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Human Resources Assistant you will have:

- Previously worked in a customer services orientated environment;
- Demonstrable workplace experience of organising and prioritising a busy workload whilst working to tight deadlines with minimal supervision;
- Evidence of the ability to input high volumes of data quickly and accurately, with a strong commitment to attention to detail;
- Experience and understanding of working in an office environment that provides a service to a wide variety of customers;
- Ability to work both proactively and independently, but also as part of a wider support team;
- Developed interpersonal and communication skills and evidence of an ability to develop and maintain good working relationships with colleagues at all levels;
- Excellent numeracy skills within the context of a working environment;
- Proficient IT skills (including Microsoft Office applications).

You may also have:

- Experience of using SAP.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23.59 (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Liz Felgate, Human Resources Officer

Tel: +44 (0)113 343 4149

Email: e.j.felgate@adm.leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

