



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Faculty Human Resources Administrator, Faculty of Environment



Salary: Grade 5 (£22,214 - £25,728 p.a.)

Reference: CSHRS1029

Open to University of Leeds Human Resources staff only

We will consider flexible working arrangements

Faculty Human Resources Administrator Faculty of Environment

Are you pro-active and highly organised? Do you have a problem-solving approach and proven experience of streamlining processes and introducing new systems?

We are looking to recruit a pro-active Faculty HR Administrator to join the Faculty of Environment HR Hub (as part of the Environment, MaPs and Engineering HR Hub), to support the provision of an excellent, effective HR service.

You will provide support and guidance to managers and staff on a range of employment matters, coordinate and deliver a number of Faculty wide HR processes and you will contribute to the continual development of our Faculty HR service.

With a pro-active and problem-solving approach, you will also have excellent organisational and communication skills, an ability to work under pressure and to interpret and apply University HR policy, legislation and good employment practices.

What does the role entail?

As a Human Resources Administrator your main duties will include:

- Coordinating and delivering a number of Faculty wide HR processes, providing associated advice and guidance to managers and staff across the Faculty;
- Implementing new processes and making changes to existing to processes, to continuously improve processes such that they are effective and streamlined. These processes include; recruitment, induction, probation, Reward and Recognition, SRDS and the management of fixed term contracts;
- Contributing to the collection, analysis and reporting of HR-related data, providing management information on workforce, absence and recruitment data, supporting the HR Officers to analyse data and produce reports for use by a wide range of staff;
- Providing practical advice, guidance and support to staff and managers on University HR policies and processes, understanding and interpreting policies, procedures and guidelines in a clear and consistent manner, referring to the HR Officers/Manager for support with complex matters;



- Coordinating workloads within the Faculty HR Hub, when required, to proactively manage peak periods;
- Co-ordinating the provision of an excellent recruitment service for the Faculty;
- Liaising and communicating regularly with line managers, the Faculty HR Manager/Officer and the Central HR team to ensure that staff appointments, reappointments and contractual changes are actioned accurately and in a timely manner; including seeking funding approval;
- Liaising with Payroll, Central HR and Faculty contacts on a range of pay related queries, deciding on the best course of action and referring to the HR Officer for support where necessary;
- Liaising with other offices within the Faculty and wider University including; the Faculty Research and Finance offices.

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 Administrator you will have:

- A proactive and problem-solving approach;
- Excellent organisational skills with a proven ability to manage conflicting priorities and the ability to prioritise and plan your work independently to meet tight deadlines;
- Experience of setting up and maintaining systems for monitoring processes to ensure that activities have been completed on time;
- Experience of interpreting HR policies and procedures and providing advice to others on these and on a range of contractual issues;
- Demonstrable knowledge and understanding of the University's recruitment processes;
- A customer focused approach to service delivery with experience of identifying areas for improvement and providing ideas to implement change;
- The ability to communicate effectively with a wide variety of people both internally and external to the University. Excellent skills in and knowledge of SAP and Stonefish;
- Experience of delivery of small scale projects or supporting larger ones;
- Excellent attention to detail with the ability to maintain a high level of accuracy;



- Ability to handle sensitive information and maintain confidentiality;
- Ability to work as part of a pro-active team, be resilient and to encourage a team working ethos in line with our University values;
- Effective IT skills, including experience of Microsoft Word and Excel;
- Ability to analyse and interpret data.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. 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:

Christina Craven, Faculty Human Resources Manager

Tel: +44 (0)113 343 5774

Email: c.p.craven@adm.leeds.ac.uk

Additional information

Find out more about the [Faculty of Environment](#).

Find out more about [Athena Swan](#) in the Faculty.

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 in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

