



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Data Input Assistant, Human Resources



Salary: Grade 3 (£17,682 – £19,133 p.a. pro rata)

Reference: CSHRS1066

FTE: 80% FTE (28 hours per week)

Fixed-term for 8 months (maternity cover)

Data Input Assistant

Human Resources

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?

Working within the Human Resources: HR Operations Team, you will be responsible for inputting data into our HR and Payroll system (SAP). The team provides a range of administrative HR support to over 7500 staff working across the University, and in this role you will deal with large volumes of data input.

With the ability to work to deadlines and manage a large workload you will be exceptionally well organised as confidentiality, accuracy and attention to detail are highly important to us.

What does the role entail?

As a Data Input Assistant, your main duties will include:

- Providing excellent customer service and administrative support by managing a busy workload, inputting data into our SAP HR and Payroll system to drive staff payroll and benefits in a timely, accurate and consistent manner;
- Working closely with colleagues in the HR Operations team to provide support with their data input as deemed appropriate by the Team Leader, HR Officer or HR Manager: HR Operations;
- Responding flexibly to business needs across the team and HR Service and contributing to team decision making;
- Working with members of other key services, such as the payroll team, to rectify any errors in data entry;
- Checking right to work documents before job applicants start work at the University, following gov.uk guidance;
- Ensuring that paper and electronic files are stored accurately, to achieve compliance with the General Data Protection Regulations procedure;
- Providing cover for a busy HR reception, acting as the first point of contact for visitors, using initiative to deal with and refer enquiries made in person and via telephone and email.



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 Data Input Assistant you will have:

- Previously worked in a customer services orientated environment;
- The ability to organise and prioritise a busy workload whilst working to tight deadlines with minimal supervision;
- The ability to input high volumes of data quickly and accurately, with a strong commitment to attention to detail;
- Evidence of developing and maintaining 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);
- The ability to maintain confidentiality when dealing with sensitive information or situations.

You may also have:

- Experience of using SAP or other database software.

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:

Lisa Crow, Human Resources Manager, HR Operations

Tel: +44 (0)113 343 1694

Email: l.crow@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.

