CANDIDATE BRIEF

Human Resources Assistant, Human Resources

Salary: Grade 4 (£19,612 – £22,417 p.a. pro rata if applicable)

Reference: CSHRS1069

We are recruiting for a number of Human Resources Assistants at both full time and part time across the HR Service.

Human Resources Assistant
Human Resources

Would you like an opportunity to gain Human Resources experience in a busy, effective and efficient Human Resources (HR) team? Are you interested in gaining experience in a recruitment service? Are you customer focused with the ability to manage multiple tasks?

We are looking to recruit a pro-active HR Assistant to support the provision of an excellent, effective HR service. You will have experience of working in a customer-facing office environment, with strong organisational skills and a proactive approach to managing a busy workload.

What does the role entail?

As a Human Resources Assistant your main duties will include:
- Providing effective and efficient administrative support;
- Responding efficiently and professionally to enquiries or requests for information, using guidelines and procedures to resolve problems;
- Responding flexibly to business needs across the Service/ Faculty and contributing to team decision making;
- Building effective working relationships and contributing experience, support and advice to colleagues across the HR Service;
- Contributing to the continuous improvement of processes and practises within the HR Service;
- Accurately recording and maintaining information using University systems and in compliance with Regulations, producing reports as an when required;
- Keeping up to date with changes and developments in ways of working through commitment to own learning and development.

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:
- Previous administrative experience;
- Experience of delivering an excellent customer service;
- Excellent written and verbal communication skills;
- The ability to work as part of a team and on your own initiative;
- Excellent organisation and time management skills, with the ability to proactively organise and prioritise your own workload to meet deadlines and deal with conflicting demands;
- The ability to contribute to continuous improvement of processes and systems;
- Excellent accuracy and attention to detail;
- Ability to produce and process data in accordance with regulations;
- Proficient IT skills (including Microsoft Office applications);
- A commitment to participating in development and learning opportunities.

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:

Nicola Whitehead, Human Resources Manager
Tel: +44 (0)113 343 1614
Email: n.j.whitehead@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 in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.