

OPPORTUNITY

HR Administrator

Reference: 0837-23

Grade: 6

Salary: £25,742 to £27,979 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

Our people are an integral and essential part of the Aston 2030 strategy, published in June 2023. Our key people-related aims include being the best place to work and attracting and retaining the most talented and dedicated individuals to achieve their full potential while at Aston. Our Human Resources and Organisational Development (HROD) Department will play a key role in supporting the development and implementation of our evolving People Strategy which will enable the delivery of the Aston 2030 strategy.

The HR Administrator is an important role within the HR Operations function which will be essential to providing an efficient and effective integrated HR service to customers across the university and supporting the wider HROD department where appropriate.

The key areas of responsibility for this role include the administration and support of operational people processes, covering a wide range of areas including (but not limited to) probation, absence management, contract changes, HR policies and procedures, and terms and conditions of service. The HR Administrators will also work in conjunction with the Recruitment Coordinators and work across functions where necessary and appropriate.

Main duties and responsibilities

- ▶ Commencing new starters on CORE HR System and liaising with the Recruitment Coordinator and payroll to ensure the new starter has access to CORE portal and receives payment on time.
- ▶ To work with the Recruitment Coordinators to prepare employment records for new starters.
- ▶ Managing the process and paperwork for probationary reviews, and for end of fixed-term contracts, monitoring these through to resolution.
- ▶ Producing correspondence regarding all changes to contracts, ensuring appropriate documentation is available to support the change.
- ▶ Actioning extension requests for Honorary/Visiting appointments on CORE and producing the appropriate correspondence.
- ▶ To be responsible for monitoring reports including staff on visas, fixed term contracts, allowances etc and taking appropriate action.
- ▶ Liaising with payroll and pensions regarding new starters, all contract changes, sickness absence, annual increments, allowances and honoraria. Processing any ad hoc payroll returns, e.g., overtime/shift work ensuring that accurate information is provided and within a timely manner.
- ▶ Producing redeployment contracts of employment and updating records on CORE.

- ▶ Academic promotions – liaising with the HRBP to understand which staff have been promoted. Action this on CORE and provide payroll with the necessary information, ensuring that payroll deadlines are met.
- ▶ Annual Increments - Check annual increments are correct on CORE and update records as required.
- ▶ Annual Pay Awards - Calculate and add salary increases to those on Acting Up allowances on CORE. Provide Payroll with details.
- ▶ Arranging for DBS checks to be processed and other checks such as right to work checks as required.
- ▶ Working with the members of the senior management team, the HR Business Partners, and other administrators in the department to engage in continuous improvement of process and procedures to ensure continued efficient and effective service delivery.
- ▶ Working closely with HR Business Partners to keep them up to date and to share knowledge and information.
- ▶ Immigration - Support the Recruitment and Immigration Advisor by obtaining the information required to provide a Certificate of Sponsor to candidates requiring a Visa.
- ▶ Liaising with all members of HR&OD as necessary and relevant to ensure effective communication across the department.
- ▶ Provide generalist advice and guidance to individual staff and managers in relation to all aspects of terms and conditions of service, and signposting to HR Advisors and HR Business Partners as necessary.
- ▶ To maintain accurate employee records, both digitally and physically, taking responsibility for data quality.
- ▶ Support the Recruitment and Administration Manager as necessary, with processes related to the appointment of casual workers.
- ▶ Participate at internal departmental/University and external events such as recruitment fairs as and when required.
- ▶ Undertaking duties on the HR Administration team and other duties as required by the line manager that might reasonably be expected to fall within the purpose of the role and grade.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.

- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

| | Essential | Method of assessment |
|-------------------------------------|---|--------------------------------|
| Education and qualifications | <p>Good standard of general education (minimum A level or equivalent including English & Maths GCSE or equivalent minimum Grade C)</p> <p>CIPD Level 3 qualified, working towards, or equivalent experience</p> | Application form |
| Experience | <p>Experience in either generalist or specialist HR Administration in a large complex public or private organisation</p> <p>Experience of working in a busy environment, prioritising own workload to ensure that deadlines are met</p> <p>Experience of working in a service-oriented, customer facing role</p> <p>Experience of using HR management systems (HRMS)</p> <p>An awareness of the general principles of employment law in relation to data protection and confidentiality</p> | Application form and interview |
| Aptitude and skills | <p>Customer and results focused</p> <p>Proficient with Microsoft Office and able to use HR management systems (HRMS)</p> <p>The ability to communicate effectively and confidently with a range of internal</p> | Application form and interview |

| | Essential | Method of assessment |
|--|---|----------------------|
| | and external stakeholders, verbally and in writing | |
| | Ability to work independently as well as part of a team. Excellent organisational and time-management skills | |
| | Good attention to detail & accuracy | |
| | To be flexible and adaptable to the changing needs of line managers, stakeholders and the immediate work environment. | |

| | Desirable | Method of assessment |
|-------------------------------------|--|--------------------------------|
| Education and qualifications | HR related training or qualification | Application form |
| Experience | Experience of working in a higher education (HE) environment | Application form and interview |
| | Experience of UK Visa and Immigration processes | Application form and interview |

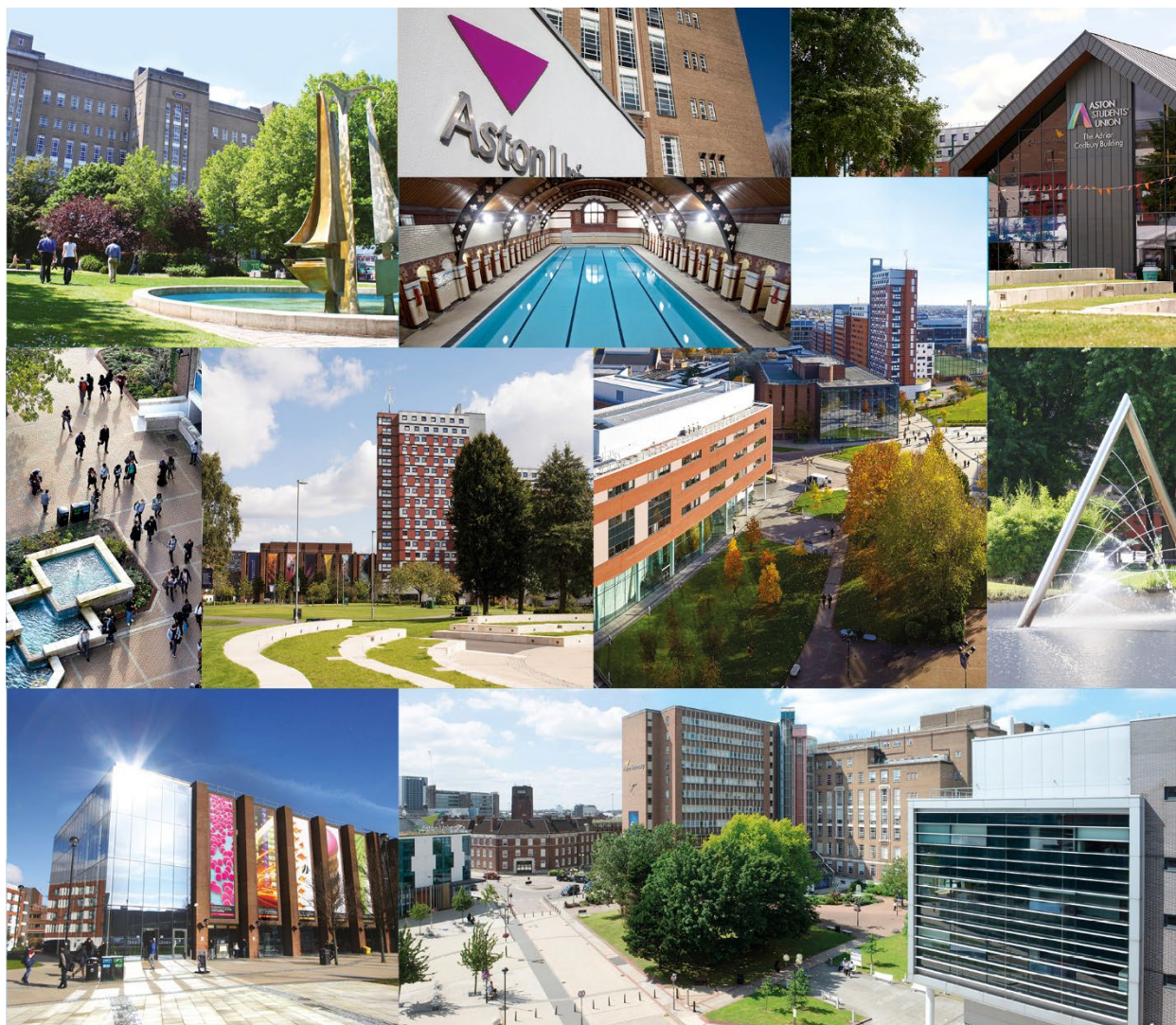
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk



Contact information

Enquiries about the vacancy:

Name: Christine Campbell or Heather Eden

Job Title: Recruitment and Administration Manager

Email: c.m.campbell@aston.ac.uk or h.eden@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Non-British/Irish citizens moving to the UK to work will need to apply for a visa in advance. You can find more information about visas for work on the gov.uk website [here](#).

Before applying for this role, you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

The most common types of visa to work in the UK are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields, you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

You can find information about the Global Talent Visa on the gov.uk website [here](#), and on the Royal Society website [here](#).

You can also find further information about work visa options on our website [here](#).

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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gets real.**