# Aston University
## BIRMINGHAM UK

# HR Systems Administrator



**Reference: 0458-25**

**Grade: 6**

**Salary: £26,942 to £29,179, per annum, depending on experience**

**Contact Type: Fixed Term (6 months)**

**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 Systems Administrator will play a key role as part of the HR Systems team, the HR Systems Advisors in supporting the Head of HR Systems.

The key areas of responsibility for this role include the administration of Aston University's HR systems, providing first line support and guidance to users and collecting and processing data for management information reporting.

**Main duties and responsibilities**

➢ To provide helpdesk style support to the users of HROD's systems; this includes, but is not limited to the HR management system, learning management system, payroll system, vacancy manager, and any other system implemented by HROD.
➢ To work with the HR Systems team to respond to queries and requests for support in relation to access and use of Aston University's HR systems.
➢ To maintain user guides and training videos to ensure users across the university have reference material when using self-service.
➢ To maintain security and user permissions to ensure appropriate access levels.
➢ To maintain HROD's various systems, including reviewing and updating data and managing automated system messaging and content.
➢ To maintain HROD's intranet pages and support in the migration to the new Aston Intranet.
➢ To work with the HR Systems team on the development and deployment of new functionality, to include testing.
➢ To support the HR Systems team with ensuring all data held by HROD is accurate and stored securely.
➢ To support the Head of HR Systems in the completion of annual statutory returns through data cleanse projects.

**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** | • Educated to A-Level (preferably in an IT related subject) | Application form and interview. |
| **Experience** | • Experience of working in data management and support.<br>• Experience of balancing priorities and competing stakeholders.<br>• Experience of operating effectively in a HR role within a unionised environment.<br>• Experience of achieving targets and KPIs linked to strategy through service delivery.<br>• Experience of working with special category data.<br>• Experience data security and the General Data Protection Regulations (GDPR).<br>• Experience of using co pilot or other similar AI tool | Application form and interview. |
| **Aptitude and skills** | • Customer and results focused.<br>• Proactive and problem-solving approach.<br>• Commitment to equality, diversity, and inclusion.<br>• Strong oral, written, and presentational communication skills, with an ability to write and deliver training.<br>• Knowledge of data protection law.<br>• Analytical skills.<br>• Attention to detail.<br>• Organisation skills.<br>• Proficient with Microsoft Office and able to use HR management systems (HRMS), learning management systems (LMS), or content management systems (CMS). | Application form and interview. |

|  | Desirable | Method of assessment |
|---|---|---|
| **Education and qualifications** | • Degree or equivalent qualification gained from a higher education institution. | Application form. |
| **Experience** | • Experience of working in a higher education (HE) context.<br>• Experience in specialist HR in a large complex public or private organisation. | Application form and interview. |
| **Aptitude and skills** | • Interest in exploiting web technologies and social media for HR communication purposes.<br>• Collaborative and consultative approach.<br>• Ability to network effectively inside organisations. | 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 XXXX 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 jobs@aston.ac.uk.
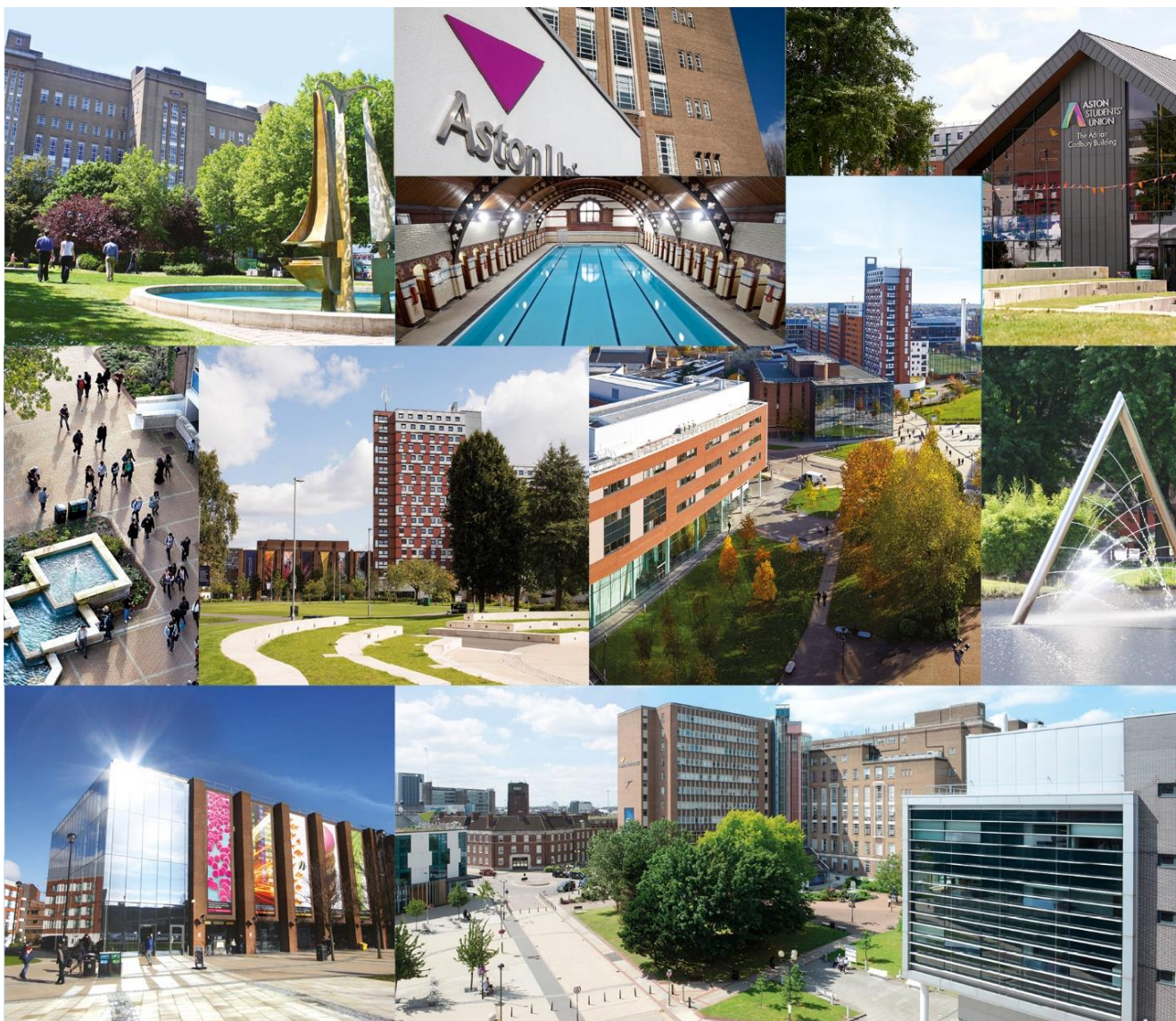
# Contact information

**Enquiries about the vacancy:**

Name: Hayley Venables
Job Title: Head of HR Systems
Email: h.venables@aston.ac.uk

**Enquiries about the application process, shortlisting or interviews:**
Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

# 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:** Benefits and Rewards | Aston University

**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**: You should ensure that you meet the eligibility requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres https://www.gov.uk/tier-2-general

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS)**: If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available.  ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

**Before you start and Right to Work**

**90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

**Cost of Living - Estate and Letting Agents**

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation.  Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla.](#)

**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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