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**HR Administrator**

**Job Description**

***Vision***

Students creating success together.

***Mission***

A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

***Values***

*We are:*

**Inclusive**

We champion equality, diversity and inclusion. We respect the needs of the individual and the wider student community.

**Honest**

We act honestly, think ahead and deliver on our promises. We share our hopes, challenges and successes widely and effectively.

**Collaborative**

We always seek to work in partnership to help us realise our shared ambitions.

**Determined**

We know what is important to ARU students and are driven to achieve the best possible outcomes for them.

**Responsible for:** No direct line management responsibility

**Reporting to:** HR & People Operations Manager

**Functional Relationships:**

Student Union Staff, Executive Officers, Representatives, University staff, Student Membership and Visitors.

**Section:** HR

**Any Other Relevant Information**

Salary Grade: **£17,156 (pro rata)**

Hours of Work: 12 hours per week (Preferred days Monday, Thursday and Friday but

Some flexibility)

Fixed Term Contract to end 31st July 18 but with a view to make a

permanent contract

Work Base: Cambridge OR Chelmsford Please note that the post-holder will be required to work at other University sites as necessary.

The Students’ Union is fully committed to its policies and procedures on Equality, Diversity & Inclusion

**Purpose of job**

To support both the career staff and student staff recruitment processes.

To provide induction and training support as well as administration support in line with HR procedures and policies ensuring confidentiality at all times.

**Recruitment**

* Administer all career staff and student staff recruitment throughout the Union, including setting recruitment timetables, developing & posting adverts, making sure the website is up to date with recruitment opportunities, compiling applications and shortlisting grids for interview panels, arranging interviews, compiling contracts and collecting references.
* Responsible for promoting job opportunities within the SU, utilising internal and external recruitment channels as well as social media.

**Induction & Training Administration**

* Support the induction of career staff across the Union to make sure IT accounts, staff cards and welcome material is provided.
* Support the training of career staff and student staff across the Union to make sure all compulsory training is made available, completed and that records of all training are kept up to date.
* Responsible for ensuring high standards of confidentiality and security of data, in accordance with relevant legislation and good practice, to ensure the highest levels of professionalism and standards are delivered at all times.
* Support meetings by providing minute taking services as required.
* Coordinating staff and officer away day venue management.
* Organising refreshments for meetings and events.

**Other**

* Carry out all duties and responsibilities in accordance with Anglia Ruskin Students’ Union Equalities and Inclusion Policy and Student/Staff Protocol.
* Actively promote exceptional customer service, taking a proactive approach at all times.
* Attend and contribute to team meetings, Students’ Union meetings, and other meetings as directed.

1. Support the Students’ Union’s environmental policy.

* Carry out any other duties or projects as may be assigned to the post-holder by the Students’ Union and which are reasonably consistent with the position.

The Students’ Union expects all staff to participate in any training programme, meeting or conference considered relevant to your job. The Students’ Union expects all staff to participate in, and take ownership of, their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Fresher’s Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.

**Person Specification: HR Administrator**

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| **Criteria** | **Essential** | **Desirable** | **How Identified** |
| **Education/Qualifications** |  |  |  |
| Minimum G.C.S.E. or Level 2 equivalent English and Maths | 🗸 |  | E/A |
| **Knowledge & Experience** |  |  |  |
| Experience of HR Administration |  | 🗸 | A |
| Experience of Recruitment and Induction processes |  | 🗸 | A/I |
| **Skills & Abilities** |  |  |  |
| Computer literacy and keyboard skills (Microsoft Office) | 🗸 |  | A |
| Excellent communication skills both written and oral | 🗸 |  | A/I |
| Time management and prioritising skills | 🗸 |  | A/I |
| **Personal Qualities** |  |  |  |
| Patience, enthusiasm, ability to motivate others | 🗸 |  | I |
| Commitment to working in a democratic environment | 🗸 |  | A/I |
| Flexible and adaptable approach to work and working hours | 🗸 |  | A |
| Customer focused with the ability to work with a range of people | 🗸 |  | I |
| **Other** |  |  |  |
| Understanding of and commitment to the principles of equal opportunities | 🗸 |  | A/I |
| A desire for self-development and willingness to engage in training opportunities | 🗸 |  | I |
| Ability to travel independently to other locations when required | 🗸 |  | A |
| Full driving licence |  | 🗸 | E |
| E: Evidence, A: Application Form, I: Interview T: Testing Methods | | | |

