



**UNIVERSITY OF LINCOLN STUDENTS' UNION
JOB DESCRIPTION**

JOB TITLE: HR Assistant	DEPARTMENT: Central Services
LOCATION: Students' Union	REPORTS TO: HR and Office Manager
SALARY: Grade 3 (£16, 743 per annum) 37 hours per week, permanent	DATE: April 2016

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community.</p> <p>Student leaders are elected by the student body, and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	<p>To support the HR and Office Manager in delivering an effective Human Resource function.</p> <p>The role will provide a proactive and efficient Human Resource support service to the to all staff across the Students' Union.</p>

KEY RESPONSIBILITIES

Key Responsibility 1	
Human Resource Administration	
<p>Support the HR and Office Manager in providing administrative support for all recruitment and selection processes, making arrangements for interview appointments, preparing letters, collating paperwork, circulating information – and maintaining accurate hard copy and electronic files.</p> <p>Support the induction of all new starters, including preparing New Starter Checklists as instructed.</p> <p>Ensure all staff have the correct tools to undertake their role, including the administration of swipe cards, ICT accounts and telephone numbers for all new starters.</p> <p>Provide support to the HR and Office Manager in maintaining accurate and up to date records of all employees' details in electronic and paper format.</p> <p>Assist in keeping up to date accurate records of absence of employees and Annual Leave requests in liaison with the HR and Office Manager.</p> <p>Complete all filing of documents as instructed, ensuring confidentiality is maintained at all times.</p> <p>Administer the Students' Union Management System SUMS database and My View HR database as and when required.</p>	



Assist the HR and Office Manager in the annual review and reformatting of Human Resource Forms and processes.

Key Responsibility 2

Human Resource Support

Provide support and guidance to staff as and when required on HR processes.

Deliver training to staff as and when required on HR policies and processes.

Support the HR and Office Manager in ensuring staff are trained

Assist in the administration of a Training database.

Actively promote leaning and development to all staff.

Support the HR and Office Manager in the development and promotion of a Benefits package, ensuring all staff are aware of what benefits are offered to staff.

Assist in obtaining staff feedback, including through a staff suggestion scheme.

Support the HR and Office Manager in developing an internal training programme for permanent staff and casual staff.

Assist the HR and Office Manager in the development and delivery of a competency framework that is imbedded across the Union.

Key Responsibility 3

Employee Engagement

Organise all staff away days, including travel arrangements, preparation and of documents.

Promote and implement social activities for staff to participate in, including the administration of weekly schemes.

Assist the HR and Office Manager in improving internal communication, including the administration of an internal bi-weekly newsletter.

Promote and administer the Employee of the Month Scheme.

Deliver the annual Staff Survey Action Plan in liaison with the HR and Office Manager.

Administer the staff website page, ensuring it is up to date.

Purchase staff uniform as and when required, inline with budgets and financial regulations.

Key Responsibility 4

Other Responsibilities

Service internal meetings, including minute taking as appropriate.

Attend training and network events as and when required.



Actively seek new ways to improve the service of the HR Function within the Union and make recommendations to the HR and Office Manager.

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of The Role	<p>Work in a manner that reflects the values of the organisation as shown in the Union’s constitution and strategic plan, and in line with Union policies and procedures. Promote a positive image of the University of Lincoln Students’ Union at all times. Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary. Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Act 1998. Engage in appropriate training programmes as identified by your line manager. Participate in the staff performance and development review scheme. Actively follow and promote Union policies. Some attendance at meetings outside normal office hours may be required to meet the needs of students and a flexible approach to working is essential. Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection Act 1998 Develop strong relationships with members of the Union’s Senior Management Team, their team members and full and part time officers. To undertake such other additional duties as may be required from time to time within the overall scope of the appointment as directed by the Senior Management Team.</p>
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Key Working Relationships	<p>HR and Office Manager Executive Officer Team Chief Executive Union SMT Union Staff Team</p>
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External Contacts	<p>University HR Department Suppliers</p>
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Author	H. Coleman	Date Published	April 2016
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: HR Assistant

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Good general education background (qualified to level 3 – A level equivalent). Relevant IT qualifications. CIPD qualification or working towards	E D D	A A A, I
Experience: Experience in an administrative role. Experience of Human Resources Experience of supporting a management team. Experience of co-ordinating and supporting projects across departments. An understanding of the particularities of working within a democratic organisation.	E D E D D	A, I A, I A, I A, I A, I
Skills and Knowledge: Exemplary written and verbal communication skills. Strong IT skills, including an advanced level use of Excel, Word, Powerpoint and Outlook. Professional presentation of documentation and correspondence. Minute taking skills. Able to manage own workload, time and priorities. Project Management Skills.	E E E E E D	A, I A, I A A, I A, I A, I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service. Confidentiality and Diplomacy. Proven ability in organising. Understanding of, and commitment to, Equal Opportunities within the workplace. Personable and Professional in relationships with others. Flexibility and resilience.	E E E E E E	A, I, R A, I A, I A, I A, I A, I
Business Requirements: May be required to work the occasional evenings and weekends	E	A, I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.