

JOB DESCRIPTION

Job Title:	HR Student Assistant
Salary:	£12.71
Location:	College Lane Campus
Hours:	Zero-hours contract

Vision:

Our vision at Hertfordshire Students' Union is to help students love Herts.

Values:

We are a truly values-led organisation. As such, our Student Trustees must demonstrate our everyday values of being Helpful, Empowering, Representative, Transparent and Student-Focused whilst ensuring Hertfordshire Students' Union is truly representative of students. We encourage our team to have fun at work while never losing sight of our vision.

Service Excellence:

We go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

Equal Opportunities:

We encourage applications from students with a diversity of backgrounds and experiences to reflect the current student population. We welcome all applications regardless of a persons' race, sex, disability, religion/beliefs, sexual orientation, or age.

Main Purpose of Job:

The Students' Union has small but busy HR department. We employ over 100 Student students and manage all HR related tasks for them. It is very important to us that our staff receive the correct onboarding and support when they are working with us. We are recruiting for a member of part-time student staff to assist the HR Coordinator with administration and organisation of all students related administration.

Main duties and responsibilities:

- To manage specific projects as advised by the HR Coordinator for Student Staff, ensuring HR processes and procedures are set up, planned, and executed.
- Support in monitoring student staff probations, reliability, and appraisals via our staff management system, Staff Savvy.
- Updating our internal Student Staff database, including updating personal details and training records.
- Conducting proof of right checks for new starters.
- Working with the HR coordinator on our annual cycle of Student Staff Recruitment.
- Assisting with the archiving of files in line with Data Protection guidelines.
- Assist with and organise Student Staff Inductions.
- Support in sending out our communications to our student staff members.

- As the post holder will have considerable contact with staff and students both internal and external, you will need to act in a polite, courteous, and helpful manner. At all times you will be concerned with ensuring that customers are satisfied with the service received.
- The post holder will present themselves for work being clean and tidy, wearing any stipulated uniform cleaned and ironed.
- The post holder will display the highest standards of integrity at all times.
- The post holder will observe high standards of punctuality.
- The post holder will not consume alcohol or illegal substances whilst on duty or arrive on duty under the influence of either.
- The post holder will have a flexible approach to the hours and days worked.
- To be aware of the department's impact on the environment and to work within the environmental policies of the Union and the University (where applicable).
- Any other appropriate duties as assigned by your line manager.

PERSON SPECIFICATION

Educational Qualifications & Training	Basic numerical and language skills.	E
Educational Qualifications	Currently studying in a HR related degree	E
English – Written & Speaking	Ability to demonstrate and understand English to a good standard	E
Knowledge	Able to demonstrate an understanding of customer care and service	E
	General understanding of Hertfordshire Students' Union and its services	D
Experience	Experience of working in a similar role	D
	Experience of self-organisation	E
	Experience of working in a team	E
	Experienced with Microsoft tools	E
Skills	Interest and enthusiasm for Students' Union services	E
	Ability to motivate & enthuse others	E
	Good verbal and written communication skills	E
	Ability to prioritise workload and manage own time	E
	Excellent organisational skills	E
	Calm under pressure	E
	Sensitive to people from a variety of backgrounds & cultures and religions	E
Special Requirements	Flexible approach to working hours.	D
Other	Highly motivated, outgoing & enthusiastic	E
	Smart, clean and tidy in appearance	E
	Projects a friendly, happy, helpful nature	E
	Commitment to high standards of work and customer service	E

	Reliable, punctual and highly organised	E
--	-----------------------------------------	---

This job description is intended as a guide to the duties required and is not exhaustive.