

## JOB DESCRIPTION

<b>Job Title:</b>	HR Assistant	<b>Responsible to:</b>	Director of People and Resources and Finance Manager
<b>Salary:</b>	£25,000	<b>Location:</b>	Hatfield
<b>Hours:</b>	Full-time – 37.5 hours a week.		
<b>Responsible to:</b>	The post holder reports to the Finance Manager as well as working closely with other staff and Students' Union Managers		
<b>Contacts:</b>	The post holder will come into contact with students, Students' Union Managers, staff, elected officers and University staff.		
<b>Purpose:</b>	To work closely with the Director of People and Resources, SLT and all department managers. At Herts SU we are committed to ensuring our employee wellbeing is prioritised, we remain compliant and above all, we offer a positive work experience for all our staff. You will lead all recruitment, training, processes of all administrative tasks and support diary management of our CEO.		

**Vision:** Our vision at Herts SU is to help students love life at Herts. The People and Finance Team is a core part of our vision, and the role of our HR Assistant is essential in bringing this vision to life, by ensuring all employees are recruited fairly, onboarding correctly and developed to achieve their highest potential.

**Values:** We are a truly values-led organisation. As such, we're looking for someone who lives our everyday values of being Helpful, Empowering, Representative, Transparent and Student-Focused. We encourage our team to have fun at work whilst 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.

### Equality and Diversity Commitment

Hertfordshire Students' Union is committed to diversity and inclusion amongst its staff, reflecting the communities it serves. We are an equal opportunities employer and we welcome applications from Black, Asian and ethnic minority backgrounds, as they are currently underrepresented within the Union's professional staff team.

### Key role requirements:

- To assist the Director of People and Resources for all employee processes including recruitment, training, onboarding, inductions, ongoing development and exit activities for all staff and officers.
- To work with the Director of People and Resources and the Finance Manager and ensure a high standard of service delivery within the HR Department where issues are dealt with quickly and satisfactorily, improving communication with all staff.

### Main duties and responsibilities:

- To manage the administration of the employee lifecycle. This includes administration, relating to starters, leavers, probation, inductions, staff representative committees and its processes.
- To lead on projects such as Staff Development Month and Staff Engagement initiatives.
- To coordinate and develop training for all staff, elected officers and Trustees and contribute to the long-term development of the union by providing an effective and efficient People and Learning and Development provision.
- Manage, deliver and administer recruitment processes for all staff including any queries.
- To carry out all pre-employment checks, including eligibility to work in the UK, references, visa checks, DBS checks and raising concerns with the Director of People and Resources.
- To liaise with the finance team ensuring all employee details and contractual changes are shared for accurate payroll records.

- Provide assistance to managers and employees in resolving employee relation issues, including notetaking at disciplinary and grievance hearings and chairing if necessary.
- To produce and lead on monthly HR reports for SLT (eg. Starters, leavers, sickness, staff engagement etc)
- To become a knowledge champion for People systems such as our Student Staff people portal, Breathe HR, Office Vibe, MS Teams – any People related information that is saved on here.
- To build a network of contacts and support around you, from within the SU networks and the University.
- To provide administrative support and diary management to the Chief Executive.
- To be responsible for sourcing training and booking staff and officers on training and maintaining training records.
- Support the People and Finance team, ensuring facilities are maintained to a high standard of repair, cleanliness, safety and security, liaising with University where necessary.
- Developing, monitoring and evaluating training for all staff and elected officers in conjunction with the Director of People and Resources and Managers.
- To Keep abreast of relevant national and local developments, changes in legislation, and good practice and attend conferences, training events and meetings as necessary.
- To have a flexible approach to work and to undertake any other duties as required.
- To aspire to the highest standards of customer care at all times and, in conjunction with other relevant Union staff, to identify and respond to customer needs.

## General:

1. Assistance with coordination of the departments fresher's/refreshers events as needed
2. Supporting the wider Unions activities and events during the fresher's period including supporting the set-up/down of events and facilitating stalls and promotional stands.
3. To develop and maintain contacts with colleagues within other Students' Unions and relevant organisations, including site visits to other Students' Unions.
4. Being friendly and respectful of others in order to maintain a safe and considerate workplace in line with our values of being Helpful, Empowering, Representative, Transparent and Student-focused.
5. To keep abreast of relevant national and local developments, changes in legislation, and good practice and attend conferences, training events and meetings as necessary.
6. To have a flexible approach to work and to undertake any other reasonable duties which may be required.
7. To aspire to the highest standards of customer care at all times and, in conjunction with other relevant Union staff, to identify and respond to customer needs.
8. To respect the democratic structure of the Students' Union at all times.
9. To abide by Hertfordshire Students' Union Memorandum and Articles of Association, and Union Policies and Procedures at all times.
10. To work flexibly and efficiently and to promote a positive image of Hertfordshire Students' Union at all times.
11. To set high standards of integrity, punctuality, accuracy, politeness and professionalism by personal example.
12. 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).

This document outlines the general duties required for the post of HR Assistant. This is neither a comprehensive or exhaustive list and the duties may vary from time to time. Any changes will not alter the general character of the job and/or level of seniority or responsibility, unless following on from discussion and agreement. You will also be expected to undertake any other reasonable duties which may be required.

## PERSON SPECIFICATION

Please use this to inform your application form. Assessed at Application (A), Interview (I), Presentation (P)

	Assessed at:
Train the Trainer or equivalent qualification	A
Educated to degree level or equivalent	A
Excellent administrative, organisation and report writing skills with careful attention to detail	A
Proficient in using Office 365 applications, such as Word, Excel, Powerpoint, and Outlook. Being able to learn new systems quickly	A/I
Excellent written and verbal communication skills, ability to communicate at all levels	A/I
Excellent communication, negotiating and influencing skills with the ability to listen and be persuasive	A/I
Excellent interpersonal and organisational skills and the ability to deliver to strict deadlines	A/I
Experience of working in a People Department or a similar role	A
CIPD qualified	A
Experience in delivering training courses	A/I
Experience of working to budgets and meeting financial targets	A
Ability to work under pressure and manage time effectively	A/I
Ability to relate to a wide variety of people and to manage different situations	A/I
Commitment to Equal Opportunities and its importance to Students' Unions.	I
Ability to work with a wide range of people from different backgrounds and different cultures	I
A good team player and pro-active with the drive and enthusiasm to work alone and with others	I
Maintaining confidentiality at all times	I
Friendly and approachable	I
Must be eligible to work and live in the UK	I
Evidence of continuous commitment to career and personal development	I