



JOB DESCRIPTION

Job Title:	HR Assistant
Department / Unit:	Human Resources
Job type	Professional Services
Grade:	RHUL 5
Reporting to:	HR Officer
Responsible for:	Not applicable
Job purpose:	
<p>To provide an effective HR support and administrative service. Working with HR Officers and the Recruitment and Retention Manager and other members of the team you will provide day to day support to managers and staff throughout the College. You will be responsible for providing routine HR advice and processing transactional HR matters on a full range of generalist HR issues including recruitment, guidance on HR policies and processes and the full employee lifecycle.</p>	

Key responsibilities and outcomes: (most frequent duties first)	% of time (if known)
1. To provide routine proactive advice to staff and managers on a full range of HR matters including recruitment, changes to contracts, absence and leaving the organisation seeking input from HR Officers and the Recruitment and Retention Manager and others where appropriate	
2. To process a full range of transactional HR actions and associated actions, ensuring adherence to legislative requirements and standard HR processes and policies ensuring that records are set up correctly for payroll i.e. monitoring and completion of probationary periods, end of funding, changes to contracts, end of contracts and processing absence information in a timely manner	
3. To ensure that the College completes all statutory and pre-employment checks in a timely manner seeking advice from HR Officers, Business Partners and other colleagues as applicable.	
4. To use a range of IT systems to ensure the delivery of a timely and effective service i.e. an HR and Payroll System, online recruitment system and finance system for the processing of relocation claims.	
5. To ensure that HR documentation is produced and maintained in a timely manner, including contracts, information on benefits i.e.	

raising childcare scheme vouchers, induction and on-boarding information, issuing confirmation of employment letters.	
6. To participate in manning an HR Hotdesk on main campus, as and when requested	
7. To provide support to colleagues as applicable including acting as note taker at a range of meetings i.e. disciplinary, grievance, capability, end of funding and absence management	
8. To provide designated areas of the College with a range of reports/management information on a regular basis as related to the role	
9. To work proactively as a member of the HR Operations Team providing cover where necessary and working with the HR Officers and Head of HR Operations to seek improvements to service delivery.	
10. To undertake other duties as directed throughout the year related to specific HR processes i.e. promotion and reward processes	
Other Duties:	
<p>The post holder will be expected to undertake other duties that are within the scope of the role as requested by the line manager or Head of Department where applicable.</p> <p>As the needs of the College change so the above job duties and location of the role within the colleague will be adjusted accordingly</p>	

Internal and external relationships
<p>Royal Holloway staff, workers, visitors and students</p> <p>Payroll and Finance colleagues</p> <p>All members of HR</p> <p>IT systems suppliers as applicable</p> <p>Applicants</p>

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Human Resources Assistant

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to GCSE level or equivalent experience	X	
Educated to A level or NVQ level 3 or equivalent experience		X
CIPD qualified to level 3 or above		X
Knowledge and understanding of the higher education sector.		X
Working knowledge of key employment legislation relating to recruitment and equality and diversity	X	
Skills and/or Abilities		
Ability to prioritise effectively.	X	
Good time management skills.	X	
Good communication skills.	X	
Ability to work independently and as part of a team.	X	
Close attention to detail and ability to maintain work of a high standard	X	
Ability to work well under pressure and meet tight deadlines	X	
Good analytical skills	X	
Experience		
Significant demonstrable experience of successfully working in a full function HR administrative and support role	X	

Experience of proactively inputting into HR process design and team working in a previous role	X	
Experience of working with a range of IT systems and applications including Word, Excel, the internet, an HR and Payroll System, an on-line recruitment system and finance system	X	
Experience of working with Resourcelink HR and Payroll System, Stonefish on-line recruitment system and Agresso finance system		X
Experience of working with sensitive and confidential data	X	
Experience of successfully producing, working with, and presenting management information		X
Other requirements		
Customer focused approach.	X	

Date: