

**Post Title:** HR Coordinator

**Responsible to:** People & Administration Manager via the Senior HR Coordinator

**Responsible for:** Student Staff (as appropriate)

**Grade:** Guild Grade 5

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**Organisation:**

This role is part of the People & Administration department working collectively with colleagues delivering the Human Resources, administration and complaints & incidents work as part of the Operations Directorate.

**Job Purpose:**

The HR Coordinator role is to support delivery of the People & Administration departmental plan. We expect Coordinators to help to create an inclusive and engaging environment for all.

The role is required:

- To provide high quality first line HR advice and guidance to Guild staff.
- To provide efficient administration of HR records, data and information including recruitment & selection, learning & development and performance management.
- To support the delivery of wider administration and related projects within the People & Administration team

Success in the role will require a highly student and customer focused approach together with an emphasis on teamwork. The role involves collaboration with internal and external stakeholders, acting as a positive ambassador for the Guild and facilitating under-represented groups to find a comfortable place here. Supporting a culture of ambitious targets and a positive team spirit are also key. Coordinators are expected to follow the Guild's competency framework, which should be read in conjunction with this job description.

### Key Role Responsibilities:

1. To work with the Senior HR Coordinator and the People & Administration Manager to support the successful implementation of the Guild's People Strategy, HR practices and policy, to support the organisations strategic plan.
2. To provide first level HR advice, guidance and support to staff on routine issues and queries such as policy, terms & conditions, recruitment, learning & development; escalating unusual or complex matters to the Senior HR Coordinator.
3. To be responsible for inputting and updating personal data onto the Guild's electronic HR system (Staff Savvy) ensuring the data is accurate, timely and maintained.
4. To be responsible for ensuring effective administration of all HR records, data and information across the Guild, including employee records, recruitment, learning & development, performance management.
5. Proactively assist in meeting all the recruitment needs of the Guild, by administering the recruitment process end to end, including assisting with pre-employment checks and arranging inductions and on-boarding.
6. To issue accurate communications with employees, including offers of employment, probation outcomes, performance management etc.
7. To assist the Senior HR Coordinator in the preparation of reports to the People & Administration Manager, Senior Managers and HR Committee as required.
8. To assist the Senior HR Coordinator & People & Administration Manager in ensuring Guild HR policies and procedures are maintained, up-to-date and fit for purpose.
9. To support the coordination and delivery of key HR projects within the Department that will lead to the development of HR practices in line with the Guild's People Strategy.
10. To support the administration for the Job Evaluation and annual performance review programmes, along with other HR projects as required.
11. To provide administrative support where applicable to Guild Committees, including minute and note taking.

12. To be responsible for the maintenance and storage of all employee data and records in line with the Data Protection Act and confidentiality.
13. To develop and maintain effective relationships with relevant local and university stakeholders.
14. To identify improvements and recommend these to the Senior HR Coordinator and the People & Administration Manager for consideration.

### **General Duties:**

1. To undertake appropriate induction and ongoing training and personal development, as required for the role.
2. To adhere to all Guild policy with reference to HR, staffing, health and safety, data protection, environmental and any other specific Guild Policy which impacts upon your role or that of the team.
3. To be familiar with the Guild's competency framework, striving always to demonstrate the positive behaviours which drive the highest standards of personal and organisational performance in supporting our students. Grade 5 Coordinators should be developing within level 1 of the six competencies (Student and Customer Focus, Accountability, Results Focus, Inclusivity, Communication and Teamwork) which is designed to support staff to achieve high performance.
4. To act as a role model in portraying a positive image of the Guild both internally and externally, acting as an ambassador and displaying high standards of personal integrity and professionalism.
5. To support the work of the People & Administration team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
6. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

## Person Specification: HR Coordinator

You must be able to demonstrate in your application that you have;

	Essential	Desirable
<b>QUALIFICATIONS</b>		
Good general education, A level or beyond, typically including Math's and English at least to GSCE C or equivalent	✓	
CIPD HR Qualification (typically at Level 3)	✓	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Experience of working within a HR related field or discipline	✓	
Knowledge and understanding of current HR legislation	✓	
Experience of working and delivering excellence, within a HR administrative role	✓	
Experience of working on multiple tasks and deadlines	✓	
Experience of supporting/coordinating the delivery of projects		✓
<b>SKILLS AND ABILITIES</b>		
Information gathering skills, including acquiring knowledge of relevant legislation	✓	
Ability to use HR Systems and databases	✓	
Ability to establish strong working relationships with a wide range of individuals both within and outside the Guild of Students and the University, including students, Guild Officers and Senior Managers	✓	
Ability to work within policies & procedures	✓	
Ability to work positively and cooperatively in a small HR team	✓	
Ability to work independently and to prioritise a busy workload	✓	
An understanding of confidentiality and Data Protection	✓	
Ability to present information clearly and concisely in writing or verbally	✓	
Good IT skills including proficiency in Microsoft Office including word processing and spread sheets	✓	

A willingness to learn new skills as required and undertake appropriate training	✓	
<b>PERSONAL QUALITIES</b>		
Motivated by working in a student-led, democratic workplace	✓	
<b>Student &amp; Customer focus:</b> Keeps student leadership and the needs of students and customers at the heart of activities	✓	
<b>Accountability:</b> Takes personal responsibility for the important role they play in the Guild's work and in wider society	✓	
<b>Results Focus:</b> Strives for the best results – gets things done on time and to a high standard	✓	
<b>Inclusivity:</b> Values diversity - works to create an inclusive and engaging environment across all our activities and services	✓	
<b>Communication:</b> Communicates clearly and appropriately to people across our students' union and outside	✓	
<b>Teamwork:</b> Builds good relationships and works effectively with a range of people to deliver our shared goals	✓	