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| Job title | | HR Business Partnering Team Administrator | Job family and level | Administrative, Professional and Managerial Level 2 | |
| School/Department | | Human Resources | Location | King’s Meadow Campus | |
| Purpose of role This post is based within the HR Central Support Services Team, which is part of a large HR Operations team. The person appointed will be expected to provide exemplary, efficient and responsive administrative support to professional HR staff, including the Associate Director of HR Business Partnering. | | | | | |
|  | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | | | | **% time**  **per year** |
| 1 | **Supporting HRBP team and project work**   * + - * Arrange meetings (on-site and remote) for team colleagues, involving senior level internal stakeholders, liaising with schools and professional service departments to provide logistical support for meetings       * Attend meetings as note taker, providing accurate notes to tight timescales       * Draft and type correspondence as required       * Monitor generic mailboxes, as appropriate       * Run reports and present them to the team       * Maintain confidentiality and discretion when supporting with sensitive issues       * Manage all documents and confidential waste in an appropriate manner eg uploading, sharing, shredding, filing, archiving | | | | 60% |
| 2 | **General administrative support**   * Arrange and support team meetings as required, including inviting guests and setting up Teams calls * Assist with the collation of documents * Deal with enquiries in a professional manner, take messages/refer queries as appropriate; deal with any unforeseen problems and circumstances * Draft and type correspondence on request * Provide admin support to various departmental projects, for example administering industrial action * Support the induction of new starters within the team * Provide support to the Associate Director of Business Partnering for the staff recruitment process in the team, as required, including systems updates and interview arrangements * Update and maintain physical and electronic records and systems as required * Identify improvements to processes to enable efficiencies * Raise Estates and IT works requests * Identify key department administrative needs and ensure these are met * Contribute to the upkeep and development of internal how to guides | | | | 40% |
| 3 | * Maintain confidentiality and discretion when managing issues * Provide support and cover for other team members as required during demanding workloads and absence as part of own personal development * Brief/train colleagues to provide back-up in own absence * Contribute to regular team meetings and one-to-ones ensuring that own skills are aligned to team, department and University requirements * Prioritise own workload ensuring tasks are completed to agreed timescales, taking account of changing priorities * Any other duties appropriate to the grade and role | | | | Embedded within all areas above |

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| Athena SWAN Silver Award logo | The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010. |

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| Person specification | | |
|  | **Essential** | **Desirable** |
| **Skills** | * Excellent customer service skills gained in a busy office environment * Ability to communicate effectively at all levels * Meticulously organised with the ability to manage multiple requirements simultaneously * Proven IT skills including Office 365: MS Word, Excel, PowerPoint, Outlook, SharePoint/Teams, Planner * Accurate note-taking skills * Self-motivated demonstrated through drive to meet challenging requirements * Approachable with the ability to build working relationships within HR and the wider University * Accuracy, reliability and willingness to learn new skills and procedures as required * Ability to prioritise own workload ensuring tasks are completed to agreed timescales, taking account of changing priorities |  |
| **Knowledge and experience** | * Administrative experience * Experience of planning own work activities in response to differing needs of customers and deadlines * Experience of working independently to resolve internal and external queries and to provide and maintain a high level of customer service whilst working to deadlines * Experience of handling confidential and sensitive information * Experience of arranging meetings and managing diaries * Experience of managing a diverse workload, switching between tasks and concepts quickly and easily * Experience of producing high quality work in a demanding environment and to tight timescales | * Experience of providing administrative support to a busy HR function |
| **Qualifications, certification and training (relevant to role)** | * GCSEs in English and mathematics at Grade C or above (or equivalent), plus a relevant vocational qualification (such as an NVQ Level 3 in administration or equivalent) or equivalent experience |  |

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| Expectations and behaviours | |
| The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role: | |
| **Valuing people** | Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues. |
| **Taking ownership** | Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions. |
| **Forward thinking** | Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others. |
| **Professional pride** | Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team. |
| **Always inclusive** | Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic. |
| Key relationships with others | |