



## Job Description

Post:	HR, Governance & Admin Coordinator
Responsible to:	CEO
Salary:	Point 17-23 (£23,067-£27,511)
Hours:	36.5 P/W

We are open to receive applications from those wishing to work both full time and part time.

## Purpose of the post

The post will provide a central support service. To co-ordinate and help to develop high quality HR, Governance and administrative processes for the Students' Union and its staff. To provide a key central support function to all teams and staff within the organisation.

## Main Duties and Responsibilities

### Human Resources

1. To develop and maintain HR processes and procedures within the organisation that are appropriate and robust, relating to all staff levels whether permanent, casual or agency
2. To coordinate processes within the HR cycle, and provide guidance to line managers around those processes, from recruitment, probation, development, performance review and departure
3. To maintain relevant records and personal details (both hard copy and digital) relating to the staff team and a central repository of HR related templates and document
4. To support the Finance Team with the monthly payroll administration
5. To provide administrative support to staff with the grievance and disciplinary procedures and practices of the organisation
6. To support the Chief Executive in working towards quality marks for the organisation, such as Investors in People and Quality Students' Unions

7. To undertake professional development, where resources allow, to develop your understanding of HR practices and employment legislation and to keep abreast of changes

#### Governance

1. To act as Secretary to the Board of Trustees, coordinating meetings, sending preparatory or supplementary documentation, arranging hospitality and taking minutes.
2. To coordinate the sub-committees of the Board, where appropriate, to take notes
3. To act as the lead staff member for Health and Safety administration and to initiate where appropriate policy and procedure within the organisation
4. To ensure the organisation remains compliant with regards to national, local and organisation policies, procedures, and legislative requirements. For example, GDPR, filing with Companies House the Charity Commission.

#### Administration

1. To maintain organised and effective paper and electronic filing systems, for example both CORE HR and Bright HR
2. To support effective room booking processes within the Students' Union building
3. To attend appropriate internal and external meetings, as directed by the line manager
4. To support the organisation at peak or critical times, providing practical support at key events and activities where possible
5. Ensuring that day to day activities embrace sustainability and reduce the impact upon the environment.
6. To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade

## Person Specification

You should be able to demonstrate in your application	Essential	Desirable	Tested By
<b>QUALIFICATIONS AND KNOWLEDGE</b>			
Knowledge of HR and employment legislation		✓	AF/I
<b>WORK RELATED EXPERIENCE</b>			
Experience of working within an office environment	✓		AF/I
Basic understand of HR processes and procedures	✓		AF/I
Experience of working in an administrative or HR-related role	✓		
Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation		✓	AF/I
<b>SKILLS AND ABILITIES</b>			
Excellent organisational skills, including the ability to plan and prioritise work	✓		AF/I
Excellent written and oral communication skills	✓		AF/I
Good level of competence in Excel, Word, Outlook, MS Teams and cloud based platforms	✓		AF/I
Ability to establish good working relationships with a wide range of individuals	✓		AF/I
Ability to work as part of a team and on your own initiative, without close supervision	✓		AF/I
Ability to take a constructive and co-operative approach to solving problems	✓		AF/I
Proven to maintain accurate systems and records, including filing systems	✓		AF/I
Innate ability to pay attention to detail and ensure high standards	✓		AF/I
Ability to analyse and interpret data and take appropriate action as a result	✓		AF/I
Ability to work under pressure in a busy environment and meet targets and deadlines	✓		
<b>PERSONAL QUALITIES</b>			
Approachable and empathetic	✓		I
Flexible and able to adapt to changing priorities	✓		AF/I
Self-motivated and enthusiastic	✓		AF/I
Committed to equality of opportunity and the democratic structure of the SU	✓		I

Tested by = method by which you will be asked to demonstrate you possess this quality or attribute

AF = Application Form

I = Interview