THE UNIVERSITY *of* EDINBURGH

Job Description

Job Title:	HR Administration Officer
Department / School:	School of Informatics
Reports To:	Deputy HR Administration Manager

Job Purpose

To provide high quality administrative support, advice and guidance for all HR administration related matters and processes to the School's academic, research, professional services and teaching support staff.

Main Responsibilities

1. **Recruitment** (35%)

   Administer recruitment and selection process for all School staffing appointments. Provide recruitment advice and guidance to academic and professional services staff. Ensure compliance with University and School policies and procedures and seek to promote good practice. Ensure that immigration and statutory regulations are met.

2. **Post-appointment service** (35%)

   Administer post-appointment processes for academic, research and professional services staff, including induction, performance and development reviews, training and personal development, promotions and reward, maternity/paternity leave, contract reviews and extensions, resignations and retirements and processing of guaranteed hours timecards for payment of hours worked. Provide advice and guidance in those areas to staff. Ensure compliance with University and School policies and procedures and statutory regulations, and seek to promote good practice.

3. **Management information & data** (10%)

   Maintain records and provide management information on HR and related matters for planning and reporting to, for example, the School Strategy Committee, People & Culture Committee and for the School's Athena SWAN award submissions. Query relevant University databases. Ensure data security and GDPR compliance.

4. **Procedure and guidance development (10%)**

   In collaboration with line manager develop and maintain documentation and information for applicants, staff and recruiters on the School internet and intranet. Arrange training, working with others where necessary (e.g. School Management, College and University HR teams, Institute for Academic Development). Identify and propose opportunities to line manager for continuous operational improvement. Maintain currency of knowledge of policies, processes and regulations and undertake personal professional development.

5. **Other (10%)**

   Where appropriate, deputise for line manager in relation to HR administration matters and assisting team members on a day to day basis (e.g. if they are unsure of how to respond to any enquiries or interpretation of University policies and procedures). Take opportunities to build relationships with

relevant staff in other Schools, College and the University HR teams. Any other duties as required by line manager.

Key Contacts/Relationships

- Within the School: HR Administration Manager, Teaching Support Manager and team members (in relation to guaranteed hours contracts and payroll processing), Director of Professional Services, Deputy Head of School, Portfolio Managers, Academic staff, Other professional services staff within the School.
- Within the College/University: College HR Business Partners and University HR Operations, Immigration and Working Abroad teams.

Planning & Organising

Examples of planning and organisation undertaken by the post holder include:

- Plan and organise annual procedures and activities (such as coordinating annual promotion reviews and documentation, annual extensions to contracts).
- Organise and prioritise own workload in response to the daily and weekly demands of the School and to longer-term deadlines, including the School's planning cycle, balancing competing demands from different users within the School.
- Support the organisation of all HR administration related processes, providing a high level of service (e.g. through recording, collating, reporting, dissemination of relevant information) to ensure that these activities are effectively administered through the actions of self and others.
- Take lead operational responsibility on a day-to-day basis for specific areas of the team's remit, under the direction of line manager.

Problem Solving

Examples of problem solving undertaken by the post holder include:

- Resolve day-to-day operational difficulties using established protocols and own judgement and experience (e.g. identifying when a particular issue, such as a planned maternity leave, is likely to be made more complex due to funding arrangements or nature of contract).
- Interpret University procedures and legislative requirements and provide clear advice to colleagues, where necessary consulting with line manager on more complex issues or taking advice from College HR Business Partners.
- Use understanding of the interaction between systems (e.g. University HR system, BI Suite, School's own databases) and the website to identify and remedy sources of discrepancies.

Decision Making

Examples of decision making undertaken by the post holder include:

- Interpret policy and advise on staffing and other administrative issues guided by University and School policies, procedures and good practice. More complex issues to be escalated to line manager or to College HR Business Partners.
- Own work schedule, objectives and priorities within agreed framework.
- Provide advice on writing of job descriptions and further particulars, drawing on a firm understanding of the principles of grading and University procedures.

Knowledge Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training	1. Vocational qualifications (N/SVQ 3, ONC or equivalent) plus typically at least 2 years relevant work experience in a busy, customer-focused office environment or School education to standard grade or equivalent plus typically 3 years relevant work	

2

	experience in a busy, customer focussed office environment	
Knowledge & Experience	2. Experience of working in an academic unit within higher education or of working directly with academics. 3. Strong interpersonal and communication skills 4. Evidence of ability to interpret regulations and to understand and implement processes. 5. Evidence of excellent organisational abilities, combined with attention to detail; time management skills and an ability to manage competing priorities. 6. Evidence of good written and oral communication skills, and good IT (Word, e-mail, web, spreadsheet, database) skills.	7. Familiarity with/experience of HR legislation and practice and with UKVI regulations. 8. Knowledge of University policies, procedures and structures, especially for staff recruitment.

Dimensions

Direct reports: None

Approximate number of stakeholders affected by post holder: ~400 academic, teaching and professional services staff, ~500 teaching support staff.

The team manages the processing of ~1,000 new academic, professional services and research staff contracts, contract amendments and leavers annually, ~500 teaching support contracts annually and ~250 teaching support monthly payroll payments.

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.