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**Job title:** Employee RelationsAdministrative Assistant

**Post number:** HR5070

**Reports to:** Employee Relations Advisor

**Department:** Human Resources

**Location:** Moulescoomb

**Grade:** 4
 **Purpose of the role:**

To provide a full range of administrative support to the Employee Relations function as directed.

The post-holder will provide support for the processes associated with formal trade union meetings, formal promotions and review processes, and other projects across the team in liaison with the Employee Relations Advisor.

To work as part of a team in supporting and developing the full range of work in the Employee Relations function.

The post-holder will be expected to deal with email and telephone enquiries, occasionally of a sensitive nature.

 **Main areas of responsibility:**

* To provide administrative support to promotion processes for academic staff including the Professorial Board, ensuring all processes run smoothly.
* To organise and service formal committees, working groups and meetings. This will involve room booking; the preparation and circulation of agendas; the minuting of meetings and ensuring that follow-up actions are taken either personally or by passing them to the appropriate person and checking that the necessary action is taken.
* To record and monitor data relating to promotion process outcomes, noting trends and highlighting areas of concern, providing reports on outcomes as required.
* To take responsibility for specific areas of work or projects as requested by the Employee Relations Manager or the Head of Employee Relations.
* To work flexibly as part of the HR department, providing cover when there are work pressures.

 **General responsibilities:**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the General Data Protection Regulations.

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| **Essential criteria**  |  | **A, I, E** |
| **Knowledge** | * Able to communicate information clearly, concisely and in a timely manner at all appropriate levels
* Able to meet required objectives and standards on own initiative
* Ability to ensure work is checked thoroughly before submission
* Listens carefully, asks relevant questions and summarises to determine exact requirements
* Understanding of when to refer problems to a manager presenting all required information with suggested solutions
* Able to maintain confidentiality around data and information received through working with the senior staff, HR, etc.
* Able to work cooperatively as part of a team, work actively with others to achieve team objectives and build and maintain effective working relationships
* Highly developed analytical and organisational skills, able to identify root causes of problems and take proactive actions to solve, able to develop plans successfully, with an awareness of implications
* Able to work systematically and efficiently, prioritise work, co-ordinate information from a number of sources, establish clear objectives and work to agreed timescales
 | **A, I****A, I** **A, I****A, I****A, I****A, I****A, I****A, I****A, I, E****A, I, E** |
| **Experience**  | * A proven background in effective office administration gained within a busy and complex organisation where you have been responsible for managing conflicting demands and workloads
* Experience of servicing meetings
 | **A, I****A, I**  |
| **Technical/work based skills**  | * Good working knowledge of all Microsoft Office packages, especially Outlook, Word and Excel
* Good knowledge of working with databases
 | **A, I** **A, I**  |
| **Other requirements** | * The role will require using display screen equipment extensively, according to health and safety guidelines
 | **A** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a part-time post, 22 hours a week.
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, are pro-rata for part time employees.

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| **Grades** | **Basic entitlement per year** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |

* More information about the department can be found [here](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/school-of-pharmacy-and-biomolecular-sciences.aspx)
* Read the University’s [2016 - 2021 Strategy](https://staff.brighton.ac.uk/strategy/Pages/Welcome.aspx?dm_i=1SNX,4KBXD,MQS1JL,GXL92,1)
* The University has an attractive range of benefits and you can find more information about them on our [website.](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx)

Date: April 2020