

# Job Description: HR Administrator



Function:	
Job:	Administrative Assistant
Position:	HR Administration Assistant
Job holder:	N/A
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	UCL HR Business Partner
Additional reporting line to:	Schools and Universities HR Director
Position location:	University College London

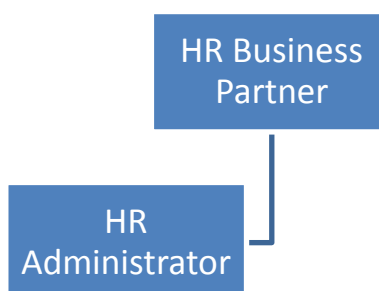
## 1. Purpose of the Job – State concisely the aim of the job.

- Ensure that the HR Administration at the contract runs smoothly, produce high quality accurate work and meet deadlines
- Provide efficient and effective HR support to the business, working directly with the HRBP and the Operations team
- Monitor Right to Work in the UK, monitor absence, DBS and Occupational Health checks and prompt the Operations team when action is required in line with policy and procedures
- Ensure effective HR Administration processes are put in place for new starter recruitment, leavers, casual's absence and employee relations issues
- Ensure that the Operations team use the People Centre on matters that should be dealt with via that route
- Support on HR project work as required

## 2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						
Characteristics    ■    Add point									

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- All relevant ER cases are logged through the People Centre
- Working in a heavily unionised environment

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Support managers where appropriate at disciplinary, grievance, capability and absence meetings acting as a note taker and escalating to the HRBP as required
- Ensure that the managers and the supervisors are liaising with the People Centre on HR matters that should be dealt with via that route, keeping a track of all cases
- Bring to the attention of the managers the names of the individuals who have triggered the formal absence management process and provide guidance as to what the next steps should be. In line with the People centre and company process
- Make sure that we are compliant with all Right to Work checks being completed on the RTW app.
- Prepare letters including mail merges mail merge
- Provide administration support to the L&D Business Partner as required
- Support with delivering on site training sessions to the management team with the support of the L&D Business Partner
- Assist the HRBP with any HR projects as required
- Assist with interviews as necessary
- Maintain policy folders
- Support with engagement activity on site
- Attend on site management meetings as required
- Assist with Exit interviews as required
- Run reports from SAP/UDC as required
- Attend to any other administrative duties or reasonable requests made by the HRBP as required
- Support the managers with front line queries signposting them to the People centre as appropriate

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To continuously monitor and ensure that HRMI data is followed up on by the Operations team
- Engage, influence and challenge business managers in the implementation of business strategy
- Ensure that the operations team are chairing all absence management meetings in a timely manner
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**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Previous experience of HR Administration
- An understanding of Employee Relations issues
- Possess a high level of confidentiality

- Excellent IT skills
- Experience in working within a unionised environment
- The ability to plan and organise
- Able to prioritise own workload and to work to strict deadlines
- Experience of working without direct supervision
- High attention to detail and a high level of accuracy
- HR project experience
- Excellent interpersonal, influencing, communication and presentation skills

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> <li>▪ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	<ul style="list-style-type: none"> <li>▪ Innovation and Change</li> </ul>
<ul style="list-style-type: none"> <li>▪ Rigorous management of results</li> </ul>	<ul style="list-style-type: none"> <li>▪ HR Service Delivery</li> </ul>
<ul style="list-style-type: none"> <li>▪ Brand Notoriety</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Commercial Awareness</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Employee Engagement</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Learning &amp; Development</li> </ul>	

**9. Management Approval** – To be completed by document owner

Version		Date	December 2019
Document Owner	HRBP		