

Job Title: HR Business Partner Assistant (Professional Services)
Grade: 5
Salary: £26,707 to £31,236 per annum, pro-rata if part-time
Department: Human Resources
Hours/Contract: Full-time, fixed term contract from 21 September 2026 till 31 March 2027
Job Family: Management and Administration
Reference: 13582

Role Purpose

You will provide high level general administration and project support to the Assistant Director of HR (Professional Services), as well as to the wider Professional Services Advisory team.

Main Duties and Responsibilities

- Deliver a range of responsibilities which will include supporting day-to-day operational requirements as well as specific projects, such as the management of the Professional Services shared inbox, coordinating and administering the University's recognised staff reward and recognition schemes, and responding to queries where appropriate.
- Provide administration support to the Assistant Director of HR (Professional Services) including diary management, calendar and email support and high-quality note taking.
- Juggle different tasks, ensuring that tasks are prioritised appropriately and completed to deadline.
- Manage the collection, compilation, analysis and editing of information from a range of colleagues for inclusion in reports, and to draft reports under the guidance of the Assistant Director of HR (Professional Services).
- Make suggestions and implement the improvement or development of existing systems and processes in HR.
- Build good relationships with departments across the University as well as with external partners and stakeholders.
- Provide accurate, effective and pragmatic advice to stakeholders on relevant work areas

Internal and External Relationships

Daily contact with the Assistant Director of HR (Professional Services) and the wider Professional Services Advisory team.



Regular contact with other colleagues in HR, Departmental Managers and staff, Payroll and Pensions.

Some contact with recognised Trade Union colleagues.

Some contact with external contacts, e.g. legal advisers and HR colleagues at other HEIs.

Planning and Organising

- Responsible for taking direction and then organising and planning own work, prioritising work on a daily, weekly, and monthly/quarterly basis.
- Within the parameters of planned work be flexible in order to respond to ad hoc enquiries, which might be more urgent, pre-empting issues with pro-active solutions.
- Set and monitor service objectives and standards within own work to ensure standards are met and to improve quality/efficiency.

Qualifications, Knowledge and Experience

Essential

- Broad experience acquired through on-the-job experience in an administrative generalist HR role*
- Detailed knowledge of the full MS Office suite, particularly Outlook, Word and Excel*
- Experience of working independently using own initiative, and dealing with unforeseen problems and circumstances
- Experience of working in a customer-focused environment*
- Experience of interpreting data and recognising issues*
- Experience of co-ordinating projects and working to deadlines
- Experience of diary management and administration

Desirable

- Knowledge of relevant legislation such as employment rights, data protection etc.
- At least Level 5 Associate membership of the CIPD
- Knowledge and/or experience of using a bespoke HR database such as SAP

Skills, Abilities and Competencies

Essential

- Ability to demonstrate behaviours that are in accordance with the University values of inclusive, inspiring and impactful.





- Excellent interpersonal and communication skills, including a high standard of written English*
- Proven ability to liaise effectively with a wide range of people*
- Willingness to work flexibly as part of a team*
- Excellent organisational and planning skills*
- Proven verbal and written communication skills*
- Excellent analysis and problem solving abilities*
- Demonstrable ability to use initiative and judgment to resolve problems independently*
- Able to demonstrate accuracy and attention to detail*
- Able to present draft solutions to senior colleagues*

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits





everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

