



Job Title: Staffing Administrator

Grade: 5

Salary: £25,138 to £29,605 per annum (pro rata if part time)

Department: Respiratory Sciences

Hours/Contract: Full-time (job share considered), Permanent

Job Family: Management and Administration

Reference: 9937

Role Purpose

To lead on the coordination and organisation of various staffing processes within the department, including recruitment of staff, management of fixed term contracts for existing staff and overseeing and coordinating starters and leavers processes. This key role within the department will support the work of the Operations Manager and provide local advice to staff at all levels on University HR policies and procedures.

To work with academic staff within the department to assist them in managing research staffing budgets. Responsibilities include supporting HR processes for all research-funded staff and managing the process for maintaining accurate departmental records in relation to staffing. Liaison with members of the University Research and Enterprise Division regarding staffing budget management and central HR Division regarding staff recruitment and contract management.

You will support the activities of the departmental Equality, Diversity and Inclusion (EDI) Committee.

Resources Managed

Day-to-day management of staffing matters as described above.

Responsibility for managing the process for maintaining accurate departmental records in relation to staffing. Management of contract extensions and amendments for staff on fixed-term funding.

Main Duties and Responsibilities

- Manage and oversee the long-term planning of fixed-term staffing contracts, working in liaison with the Operations Manager, Principal Investigators (PIs), Research and Enterprise Division (RED) staff and members of HR. This involves working with PIs and RED to identify and provide advice on funding and salary costings within existing budgets and completing the necessary procedures for staff contract extensions and appointments in order to meet legislative requirements. Take ownership of the department redundancy consultation process, working closely with the Operations Manager and PIs to prepare documentation and make arrangements for consultation meetings to take place, ensuring compliance in line with the University's Redundancy Ordinance
- Coordinate and oversee staff recruitment activities of the department ensuring that all recruitment is compliant with current legislation and University policies. Liaise with Operations



Athena
Swan
Silver Award



AWARDEE
ORGANISATION





- Manager, PIs, staff within the College, RED and HR to identify existing staffing budgets and provide support with respect to the production and content of suitable job descriptions and business cases for staff appointments.
- Manage staff starters and leavers processes within the Department. This includes overseeing/delivering departmental induction processes, tailored to the needs of the new starter. Coordinating the provision of resources and training to individuals (within secure research buildings). Deliver staff leavers processes, including coordinating with other departmental staff e.g., Academics, Operations Manager, Technical Services Manager, to ensure that offices and research spaces are appropriately vacated.
- Support the work of the Operations Manager by providing local support and advice to staff at all levels regarding Staffing, HR, Recruitment and other University policies and procedures. Resolve queries and problems through the interpretation /application of University policies, with appropriate escalation of more complex matters to Operations Manager to seek solutions.
 - Support the Operations Manager by being a Website co-ordinator, update departmental information on Sitecore (University external webpages).

Internal and External Relationships

- Regular contact with Operations Manager, members of Departmental Leadership team and Head of Department PA/Departmental Administrator with respect to a range of responsibilities.
- Regular contact with Academics, Research staff and professional services staff in order to deliver a range of administrative support services.
- Liaison with HR, Recruitment Team, RED, College Finance Team regarding staff funding, recruitment, contract management and any issues arising.
 - Regular contact with other administrative staff as well as the College and the wider University.

Planning and Organising

- Planning and prioritisation of own workload in order to meet the needs of the department.
- Plan work over several months to ensure that deadlines and legislative requirements are met.
- Support the wider professional services team’s objectives and priorities through the coordination and organisation of work tasks.
 - Respond to new pressures, including those arising from non-standard work, as required by the Operations Manager.

Qualifications, Knowledge and Experience

- Essential**
- Educated to A level standard or equivalent, plus some work experience in a relevant role or Significant relevant work experience in comparable setting*
 - Working knowledge and awareness of University infrastructure, systems, policies, procedures and regulations*





- Experience of using initiative and judgement to resolve problems independently*
- Experience of communicating and coordinating with a team of staff*
 - Knowledge of GDPR and an ability to deal with confidential issues in a sensitive manner*
- Experience of responding efficiently and effectively to all types of enquiries*
- Experience of delegating and monitoring work to ensure it is completed to standard and within agreed timescales

Desirable

- Knowledge of current issues and trends relating to the University of Leicester and HE provision
 - Experience of working within a continuous improvement culture

Skills, Abilities and Competencies

Essential

- Ability to demonstrate behaviours that are in accordance with the University values of inclusive, inspiring and impactful.
- Effective communication skills, both written and verbal and ability to communicate with colleagues and stakeholders at all levels*
- Excellent IT skills and knowledge including use of Microsoft Office package*
- Strong organisational skills*
- A proactive approach to workload, with the ability to multi-task and complete tasks promptly, accurately and with attention to detail *
- Ability to understand regulations and policies and interpret this into appropriate advice and guidance
- Excellent team-working skills with the ability to work collaboratively and co-operatively

Desirable

- Ability to pro-actively contribute to the resolution of problems and the improvement of systems and processes
- Flexible and positive approach to work with experience of adapting own skills to new circumstances
- Self-motivated, with ability to generate own work and work on own initiative
- Confident and professional manner and ability to act with discretion and diplomacy

****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 equality 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 equality, diversity and inclusion.

