



University of York Students' Union
Registered in England and Wales.
Charity Number: 1173404 Company Number: 10688097
Registered Office: The Student Centre, James College, Newton
Way, Heslington, York, YO10 5DD

E: enquiries@yusu.org
T: 01904 32 3724
www.yusu.org

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|----------------------|---|
| Job Title | HR & Administration Manager |
| Reporting to | Chief Executive / Interim Finance and Resources Manager |
| Place of Work | Student Centre York |
| Hours of Work | 35 hours per week |
| Salary | £27,544.65 - £29,729.30 |

Purpose of Role

The purpose of this role is to develop and provide efficient and effective HR and central administrative support to YUSU and YUSU Commercial Services. It will be a key catalyst in making sure YUSU has accurate, robust and high quality systems and processes to support and grow the operations of the organisation.

The post holder will maintain office services by organising office operations and procedures, preparing payroll and HR administration, designing appropriate systems for the retention, protection, retrieval and disposal of records, reviewing and approving supply requisitions and assigning and monitoring administrative functions.

Key Tasks

- Overseeing delivery of an organisation wide HR strategy that ensures we have a robust framework that enables staff and organisation to succeed.
- Advising managers on disciplinarys and grievances to ensure managers can deliver fair, consistent, compliant management of staff.
- To keep up to date with issues affecting employers and charities in regards to HR; monitoring institutional, local and national policy developments to ensure YUSU's practices are compliant and fit for purpose.
- Manage and maintain manual and computerised HR records and management information data which are efficient and effective in monitoring aspects of performance, management and people development. This will include holiday, pay, sickness absence etc.

HR Administration

- Facilitating recruitment by advising recruiting managers on writing job descriptions, posting job adverts, organising and screening CVs, arranging & participating in interviews including administering and scoring tests and administering all recruitment documentation and correspondence including background and reference checks.
- Welcoming new starters by scheduling inductions, administering full new starter documentation including IT logins, performance plans, new starter information for payroll, contact details and setting up new employee files with electronic HR systems.
- Serving as a point of contact for new employee questions.
- Supporting managers and maintaining personnel files and records related to grievances, performance reviews, probationary reviews and disciplinary actions.
- Maintaining employee information by entering and updating employment and status-change data within the organisations HR system BreatheHR.
- Completing leaver information and assisting with exit interviews.



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- Maintaining employee confidence and protecting operations by keeping human resource information confidential.
- Maintaining and developing internal training systems and documentation.
- Maintaining the employee policy and procedure handbook, updating as relevant changes in legislation occur.
- Supporting the Director of Finance and Resources and Chief Executive in developing positive and effective relationships with the recognised trade union and with other relevant stakeholders including the University's HR function.

Payroll Administration

- Informing the outsourced payroll provider through the use of Dataplan software systems.
- Collection and upload of accurate monthly information including time and attendance records, annual salaries, tax codes, starters and leavers, bank and payment information.
- Review of Dataplan payroll information through employee data reports and a series of scheduled checks and sample testing.
- Answering ad hoc payroll queries in a timely manner.
- Approving payroll system invoices for payment.

Organisational Administration

- To deliver a central administration function through a team of part-time and student reception and administration staff by; processing incoming mail, answering telephone enquiries, printing off information, creating and distributing documents, setting up appointments and arranging and servicing meetings, co-ordinating travel, booking conferences and training, maintaining computer systems and updating data, compiling reports and spreadsheets, maintaining equipment and supplies, supporting Sabbatical and Part-Time Officers with administration and maintaining calendars.
- Line managing Student Training Development Coordinator and Helpdesk Assistants
- Maintaining and developing the service to meet organisational standards including student staff training.
- Maintaining accurate records through performing periodic audits and checks and taking corrective actions where appropriate.
- Contributing to the Resources team by accomplishing results as required.
- Supporting the Senior Management Team on matters of governance. Administering Board and Committee meetings with formatting, proofing documents and circulation of papers, arranging and servicing meetings, and updating annual board and committee returns. Proactively supporting the Senior Management team in the timely completion of papers to ensure governance deadlines are met.
- Maintaining technical knowledge by attending educational and professional workshops; reviewing publications; participating in relevant networks.
- Achieves finance objectives by scheduling and monitoring relevant expenditure budgets.
- Carry out any other reasonable duties required to ensure the smooth running of the office.

General Notes

- The principle roles and responsibilities will change from time to time and the post holder is required to take a flexible approach and undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the Staff Handbook.



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- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's Fair, Student Balls, University open days and any other key events, including elections if necessary. Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- To abide by YUSU's constitution and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.



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Human Resources & Administration Manager Person Specification

| Requirements | Essential | Desirable |
|---|-----------|-----------|
| QUALIFICATIONS | | |
| Degree or equivalent | * | |
| CPP or CIPD qualified or working towards qualification. | | * |
| EXPERIENCE | | |
| Experience of working within a 3 rd sector, charity or member led environment | | * |
| Experience of recruitment, interviewing & assessment | * | |
| Knowledge of employment law and HR best practice and its application in employment cases | * | |
| Experience of working to tight deadlines | * | |
| Experience of payroll administration | | * |
| Experience of line management | | * |
| Ability to produce policy and procedural documents in line with statutory requirements | | * |
| Ability to produce complex documentation to a high standard of accuracy and professionalism | * | |
| SKILLS | | |
| General IT skills including a working knowledge of Microsoft Office | * | |
| Excellent written and verbal communications skills | * | |
| Independent and highly organised in managing a complex workload, meeting deadlines and prioritising competing demands | * | |
| Excellent planning and organisation skills to meet deadlines | * | |
| Ability to analyse and solve problems. | * | |
| Personal Qualities | | |
| Able to work and stay calm under pressure | * | |
| Self-motivated and able to work with minimal supervision | * | |
| Commitment to working as part of a team | * | |
| Able to work in a confidential and professional manner | * | |
| Able to respect and uphold values of diversity and equality | * | |