**HR Coordinator – Job Description & Person Specification**

*This position is open exclusively to current employees of the organisation.*

**Section 1: Key Information**

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| Job Title | HR Coordinator |
| Department | Human Resources  |
| Team | Human Resources |
|  |
| Responsible to | Senior HR Advisor |
| Responsible for | N/A |
| Contract type | Permanent |
| Hours of work | 35 hours per week Monday – Friday, hours can be arranged in line with RHSU’s flexible working approach and to suit the needs of the organisation. |
| Grade | 4 |
| Salary | £ 27,736 |
| Purpose of role | The Students’ Union employs approximately 50 professional permanent members of staff and approximately 200 casual student staff who provide support across a number of our diverse operations (i.e. our hospitality and entertainment venues, our Marketing & Communications team, our Helpdesk, our Give It A Go programme of activity). The professional HR Team provides vital support to these teams enduring efficient and effective HR operations. The HR Coordinator will play a key role in supporting the HR function by managing recruitment activities, assisting with employee relations cases, maintaining HR systems, and generating reports as required. This role requires strong administrative skills, attention to detail, and the ability to handle sensitive information confidentially. |

**Section 2a: Key Deliverables**

To help make this job description as clear as possible, we’ve included a few key areas of the type of work/jobs you’ll be asked to do on a regular basis as part of this role.

The HR Coordinator will be responsible for the following key areas:

* **Recruitment & Onboarding:**
	+ Managing the end-to-end recruitment process for casual and permanent staff, including advertising roles, shortlisting, arranging interviews, and issuing contracts.
	+ Ensuring compliance with right-to-work legislation and conducting reference checks.
	+ Supporting hiring managers with best practices for recruitment and selection.
* **Employee Relations Support:**
	+ Attending and taking accurate notes during employee relations (ER) meetings, including disciplinary and grievance hearings.
	+ Assisting with the preparation of letters and documentation related to ER cases.
	+ Ensuring records are accurately maintained in line with confidentiality and GDPR requirements.
* **Training & Development Support:**
* Supporting Training Sessions, including scheduling, room bookings, and communication with attendees.
* Assisting the Learning Coordinator in the administration of training records, ensure accurate tracking of completed courses and compliance training.
* Helping to identify operational training needs.
* **HR Administration & Reporting:**
	+ Ensuring HR records are accurately maintained and updated across all HR systems.
	+ Running ad-hoc reports on HR data, including absence management, recruitment statistics, and turnover rates.
	+ Supporting general HR administration, including contract amendments, payroll data input, and policy updates.
* **General HR Support:**
	+ Responding to HR-related queries in a timely and professional manner.
	+ Supporting the implementation of HR policies and procedures across the organisation.
	+ Assisting with HR projects, including employee engagement initiatives and wellbeing programmes.

**Section 2b: Organisation Wide Responsibilities**

* Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
* Comply with relevant health and safety policies, seeking to minimise hazards for others.
* Support the development and implementation of sustainability initiatives within the organisation.
* Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered when making plans and decisions.
* Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students’ Union (for example the University).
* Comply with the Students’ Union’s constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
* Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

*The list of responsibilities is not exhaustive, and you may be required to contribute to other organisational projects as needed*

**Section 3: Person Specification**

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| **Education & Training** | **Essential** | **Desirable** |
| HR-related qualification (or working towards one) CIPD Level 3 or above | **X** |  |
| **Experience & Knowledge** |
| Experience of working in an administrative role (either voluntary or paid) | **X** |  |
| Experience using HR System and handling sensitive data | **X** |  |
| Experience handling recruitment processes |  | **X** |
| Experience supporting ER processes and note-taking |  | **X** |
| **Skills & Abilities** |
| An ability to provide excellent customer services in a busy environment, | **X** |  |
| Prioritise tasks effectively to meet deadlines and manage workload efficiently | **X** |  |
| Excellent communication skills, both verbal and written | **X** |  |
| Keen attention to detail and ability to complete tasks to a high standard | **X** |  |
| Intermediate knowledge of HR System (Fourth) |  | **X** |
| Intermediate knowledge of Microsoft Excel | **X** |  |
| Identify issues proactively, analyse situation critically, and develop effective solutions in a timely manner | **X** |  |
| Handle sensitive information with discretion, adhering to data protection regulations and maintaining trust with the organisation | **X** |  |
| Recognise and manage one’s own emotions, as well as empathise with others, to foster strong working relationship | **X** |  |
| **Values**We’re a values-led organisation, which means we’re keen to attract applicants who share our priorities. We’re keen to hear about times you’ve demonstrated the following: |
| Student Focused: We understand without doubt that we exist for our members. We make sure we know how their needs are changing. We adapt.  | **X** |  |
| High Quality: Is fundamental to achieving results. We go above and beyond expectations. We channel our energy into making things better and change or stop things that aren’t working. | **X** |  |
| Inclusive: We champion and celebrate the importance of diversity, equality and liberation consistently through our work. We are ambassadors for our organisation and speak out if something is not right. | **X** |  |
| Brave: We embrace change and opportunity, and we are not afraid to try new things. We are ambitious and constantly look for new approaches to doing things.  | **X** |  |
| Trustworthy: We make decisions based on our values and take responsibility for them, admitting if we get something wrong. We communicate with integrity, even when the message might be difficult.  | **X** |  |