

| JOB DESCRIPTION | |
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| Job title: | HR Administrator |
| Reports to: | HR Advisor |
| Department / Directorate: | People & Development |
| Direct / Indirect Reports: | N/A |
| Salary Band: | Band C |
| Revision Date: | August 2025 |
| About us | |
| <p>Edinburgh University Students' Association is an award-winning organisation, which exists to provide diverse services, representation, and welfare support to the community of over 49,500 students at the University of Edinburgh. By providing opportunities, helping to create change and offering support, we're here to help students get the most out of their time in Edinburgh. We have five venues around the University of Edinburgh campus – Teviot Row House, King's Buildings House, Potterrow, the Pleasance and Edinburgh College of Art's Wee Red Bar – which house our offices, cafés, bars, clubs, spaces for students to meet, study and socialise. These spaces transform into some of the most well-loved Edinburgh Festival Fringe venues throughout the month of August each year.</p> <p>We are a registered charity and all the income we generate from our commercial activity goes back in to supporting our members. We're also an organisation with a strategic commitment to support and empower all our staff and have some exciting plans for the future. There's never been a better time to apply and join our organisation.</p> <p>We are an equal opportunities employer, and we welcome applications from all suitably qualified persons. Edinburgh University Students' Association is committed to promoting equal opportunities in employment and encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.</p> | |
| Our Purpose | |
| To enhance student life at the University of Edinburgh by providing representation, services, activities and support. | |
| Our Ambition | |
| By 2026, we will be a high performing students' union, valued by our members, delivering outstanding support and services for a vibrant, well-rounded time at University. | |
| Our Values | |
| <p>Our Values make a fundamental difference in delivering our purpose by driving success and achieving the vision as a collective responsibility. They help to motivate, inspire dedication, and elevate a sense of pride in working for the Association.</p> <p>These values are at the heart of how we work, and determine the behaviours that we demonstrate in our daily activities:</p> <ul style="list-style-type: none"> • Collaboration & Teamwork • Support & Inclusion • Recognition & Respect • Transparency & Trust • Growth & Development | |

Strategic Purpose of the Role

The HR Administrator provides comprehensive administrative support to the HR team to ensure the smooth functioning of day-to-day HR operations, annual processes and departmental projects.

Acting as a first point of contact for enquiries from employees, the HR Administrator will be able to communicate clearly and effectively at all levels, contributing to a positive employee experience.

The role coordinates year-round recruitment and onboarding, ensuring compliance, as well as supporting the HR Coordinator with high volume recruitment for the Student Association's Festival operations.

The role manages and updates employee data using HR information systems, and supports the HR Advisor with processes such as probationary periods, flexible working applications, sickness absence monitoring and processing leavers.

The HR Administrator also coordinates the employee 'Thank You Card' scheme and assists with bi-annual Staff Days.

Main Duties and Responsibilities

Coordinating year-round recruitment

To coordinate recruitment campaigns for paid and voluntary positions, including:

- Preparing adverts for internal and external roles and ensuring job descriptions and person specifications are up to date and in the correct format.
- Advising recruiting managers on the best selection process for their campaign.
- Advertising vacancies on multiple online job boards.
- Updating the online recruitment portal (Staff Savvy), including application forms and candidate communications.
- Using the recruitment portal to manage the recruitment process including scheduling interviews and informing applicants of outcomes.
- Provide systems support to recruiting managers.
- Managing the recruitment email inbox and ensuring prompt and professional communication with job applicants throughout the process.
- Keeping accurate records and ensuring recruitment trackers are up to date.

Onboarding & Offboarding

Coordinating onboarding processes for all new starts and ensuring that the organisation has met its compliance responsibilities, including:

- Preparing and issuing offers of employment and contracts.
- Conducting reference checks.
- Conducting digital and manual Right to Work checks.
- Adding new starts to relevant systems.
- Arranging and conducting HR induction meetings.
- Ensuring trackers are kept up to date.
- Ensuring leavers are offboarded.

HR Team Support

Providing administrative support for the full range of HR processes throughout the employee lifecycle, including:

- Managing the shared HR email inbox, ensuring the rest of the team know which enquiries are a priority and re-directing emails to other teams as required.
- Responding to enquiries and communicating information in a clear, concise and accessible way.

- Processing employee loan applications, flexible working requests, and issuing contract variations.
- Liaising with line managers to ensure probation documentation is completed.
- Administering the staff Thank You Card scheme.
- Assisting with annual departmental processes, such as appraisals, annual leave carryover, pay increases, and supporting the bi-annual All Staff Days.
- Assisting the HR Coordinator with annual Festival recruitment of c. 250 – 400 employees, between February – August.
- Assisting the HR Coordinator with Learning and Development activities.
- Supporting with note taking at disciplinary and grievance hearings, sickness absence reviews and any other meetings which require a note taker.
- Carrying out regular Right to Work audits and ensure required work permits, visas or other immigration documentation is in place.
- Any other appropriate duties as reasonably required by your line manager, departmental manager or senior manager in delivering our strategic purpose and priorities.

Key Relationships

- HR Advisor
- HR Coordinator
- Head of People & Development
- Line Managers

PERSON SPECIFICATION

Job title:

HR Administrator

Person Summary

A confident and competent individual with HR and recruitment administration experience, excellent customer service and knowledge of HR systems and procedures. A person with strong communication skills who excels in taking care of the detail and delivers to a consistently high standard. Capable of managing time effectively, multitasking and prioritising competing deadlines.

Knowledge & Skills (What they know and what they can do)

Essential

Desirable

The ability to manage and prioritise a workload, juggle multiple tasks, and maintain excellent organization

X

Competence in using HRIS systems, online recruitment systems and other HR related software

X

Strong IT skills, particularly with Outlook and Excel

X

Strong customer focus and proven ability to build effective working relationships and work collaboratively with others

X

Ability to adapt and respond in order to manage changing priorities and meet deadlines effectively

X

Attention to detail – a meticulous approach to tasks ensuring accuracy in records and documentation.

X

Ability to organise own workload without close supervision and to work as part of a team

X

A clear understanding of confidentiality and an ability to deal appropriately with difficult and/or sensitive situations

X

Excellent verbal and written skills to interact with employees, managers and job applicants

X

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| Good understanding and working knowledge of HR processes, such as Recruitment and Selection | X | |
| Knowledge of general UK employment law, including the Equality Act 2010 and Right to Work legislation | | X |
| Note taking skills in situations or processes that require an HR presence | | X |
| Qualifications | Essential | Desirable |
| CIPD Level 3 qualification (or working towards) | | X |
| Experience (What they have done) | Essential | Desirable |
| Providing administrative support to a generalist HR department | X | |
| Working with and inputting data into systems, particularly HR Information Systems | X | |
| Recruitment administration and onboarding | X | |
| Developing and improving HR processes | | X |
| Previous experience of using Staff Savvy and/or BrightHR | | X |
| Has worked in the Education sector or for a Charity | | X |
| Attitude (Way of thinking and acting) | Essential | Desirable |
| Prioritise providing excellent service to both internal and external stakeholders | X | |
| High personal standards of performance and pride in your work | X | |
| A proactive and solution-focused attitude to overcoming challenges, always looking for ways to improve processes and resolve issues efficiently | X | |
| Committed to developing skills and expanding knowledge | X | |