



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: HR Adviser Administrator (Salaried)

Department/Division: Human Resources

Accountable to: Senior HR Partner

Job Summary

The HR Adviser Administrator is responsible for providing administrative support to the HR Partnering Team.

You will be responsible for providing a comprehensive and customer focused HR administration service and demonstrate a commitment to excellence. You will support the end-to-end recruitment processes for Academic and Professional Services staff, and be an efficient, proactive and well-organised individual who will support the Team in all areas, including fair recruitment, occupational health facilitation, sabbatical leave calculations and family friendly activity, case work and other projects management. You will also be responsible for building professional rapport with the areas you support and possess a good level of resilience.

Duties and Responsibilities

Customer Service:

- Provide a timely, proficient and professional level of customer service to all employees across the School.
- Effectively manage and respond to a sometimes-high volume of information requests and queries, providing efficient, high quality and accurate responses for both internal and external customers.
- Operate in a solution-focused manner to resolve queries effectively

Fair Recruitment:

- Facilitate and manage the end-to-end Fair Recruitment Adviser (FRA) processes
- Collate documentation required for academic committees

General HR Administration:

- Prepare and circulate all correspondence relating to occupational health referrals, liaising with managers and HR Partners as required, ensuring staff records are accurately maintained on the HR System and communicating changes to the payroll team as appropriate.
- Maintain employee records in line with School policy and General Data Protection Regulation (GDPR)

Communication:

- Demonstrate excellent communication skills, both verbally and in writing.



- Recognise the most appropriate form of communication within each situation, adapting your style accordingly.
- Respond to queries via email, online and in person in a coherent and well-informed manner.
- Ensure appropriate avenues are explored prior to responding to queries so responses are informative and clear.

Other:

- Take a collaborative approach to project work, ensuring it is well supported and implemented within areas of responsibility.
- Contribute pro-actively to a range of meetings, including team meetings, staff briefings which includes the ability to attend confidential staff meetings to note take, as and when required.
- Assist with other HR administrative duties as required.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.