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 Administrator, Review and Promotion Team (SB04)

Department/Division: Human Resources
Accountable to: HR Manager, Review and Promotion


Job Summary

The Review and Promotion Team ensure the effective delivery of operational policy and process on faculty review and promotions, within a friendly and collaborative team. The team provides advice and guidance to the School's Senior Management Committee (SMC), Heads of Department, faculty and professional services staff. The team provides support to high-profile School Committees.

The post holder will present a professional and efficient image of the Human Resources division, working to deliver a high-quality, customer-focused administrative service.

Duties and Responsibilities

Team support
- Providing administrative and logistical support for the School's Reward, Review and Promotion Committees, including; maintaining paper and electronic systems for compiling committee papers, logging and tracking of candidate documentation submitted to HR, room bookings and setup and ordering catering.
- Supporting the HR Adviser with the referencing process for faculty promotions; track receipt of reports/references received; ensure the appropriate paperwork has been received and follow up where necessary; provide regular reporting of the current status of paperwork received and payments made to referees, liaise with managers, and send out confirmation emails.
- Communicating with members of School Committees, relating to the distribution of committee papers, notification of last minute alterations to meeting arrangements, and responding to queries accurately.
- Coordinating the School's Visiting Appointments scheme processes, including the preparation of papers for the formal appointment processes, tracking applications, managing all communications and the dedicated inbox, and the production of appointment letters.
- Providing timely responses to queries from managers and staff regarding team processes relating to relevant matters including visiting appointments, review & promotion, mentoring, contribution pay and career development reviews, escalating where necessary.
- Draft standard letters and emails as appropriate e.g. mail-merging appointment letters for
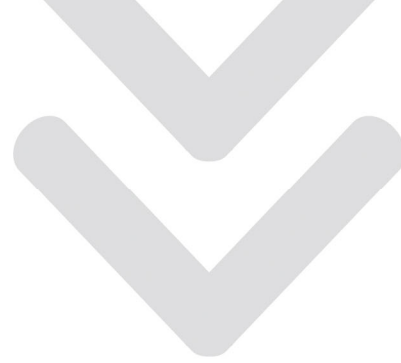
academic visitors.
- Using the School's IT and HR systems (Microsoft Office, ResourceLink, Qualtrics, Contensis etc.) to search for and maintain information to support these processes.
- Liaising with the Executive Office to ensure the School's SMC have diary availability for meetings.
- Monitoring customer feedback and actively identify improvements to the service, processes and delivery of the team's support to the School.

HR Divisional support
- Operating as a Web Contributor for the HR website, working with HR web authors to ensure allocated web pages are up-to-date and accurate at all times.
- Contributing to HR meetings, including team meetings, staff briefings and working groups.
- Provide administrative support to the wider HR Division, where 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.