



The University of Birmingham Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.

HR Administrator – Part time, 21 hours, 3 days per week

£20,209 gross per annum - pro-rata, 21 hours, 3 days per week

The HR Administrator is responsible for ensuring the effective administration of all HR records, data and information across the Guild, including employee records, recruitment, learning & development, performance management. The role also provides wider administrative support for HR and related projects.

You will work with the HR & Administration Manager to ensure the successful implementation of the Guild's People Strategy and HR practices and policy, to support the organisation's strategic plan.

You will be responsible for ensuring the Guild's HR system (People HR) is effectively utilised, that data is accurate, colleagues are trained and that the system is maintained and adding value to the organisation.

You will also support the HR & Administration Team, in the provision of basic advice and guidance to staff on routine issues and queries in relation to policies and terms and conditions.

You will have experience of working within an administrative role within a HR related field; along with experience of using and developing administrative systems and databases.

Excellent attention to detail and accuracy is an essential requirement of this role, along with an understanding of confidentiality and a commitment to Equality of Opportunity.

Closing date for applications: Monday 8th October 2018 at 9.00am.

For application packs please visit: <http://www.guildofstudents.com/about/your-union/workwithus>

or email: staffing@guild.bham.ac.uk



We'll make sure you get the best from Birmingham!



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Until 2020



Gold Excellence
NUS Green Impact



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