

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 Coordinator

£25,835 gross per annum – 35.5 hours per week

The HR Coordinator will work closely with the HR & Administration Manager to ensure that key HR projects, policy and best practice is successfully implemented throughout the organisation.

You will take a lead on providing information, guidance and advice to support line managers and employees on HR matters - promoting best practice, reinforcing Guild policies and providing excellent customer-service. You will also take a lead on coordinating and delivering key HR projects within the Department that will lead to the development of HR practices in line with the Guild's people strategy.

You will be up-to-date with employment legislation, and ensure relevant Guild policies and procedures reflect this and are up to date. You will also ensure accuracy of all data held within the HR system (People HR) is updated in a timely manner, ensuring accuracy of information and effective management and use of the system.

You will assist in preparing reports using HR data and statistics obtained from the HR system, and support the HR & Administration Manager in the preparation of reports as applicable.

Qualified to CIPD level 5, you will have experience of working within a HR related field or discipline, along with experience of people management, including employee relations and resourcing, performance management and learning and development. Capable of working using your own initiative, you will also have a team focused approach. As a confident communicator you will be able to present information clearly, both in writing and in person, as well as the ability communicate with a range of staff at all levels.

Closing date and time for applications: - Thursday 12th July 2018 at 9.00am.

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

or email: l.clark@guild.bham.ac.uk