



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

JOB DESCRIPTION

**TITLE: HUMAN RESOURCES OFFICER
FIXED-TERM, MATERNITY LEAVE COVER**

REPORTS TO:

The Human Resources Officer reports to the Director of Human Resources.

SUMMARY:

The Human Resources Officer assists the HR Director with the day-to-day running of the department by providing a broad range of professional and administrative services. Responsibilities include providing first point of contact support and guidance to faculty and staff on University policies and procedures, preparing contracts of employment, running the recruitment process, including drafting advertisements and job descriptions, taking notes at meetings, updating HR Excel databases, and assisting with organising and delivering training programmes.

MAIN DUTIES:

The Human Resources Officer's main duties are to assist the HR Director with the day-to-day operation of the HR Department:

- provide first point of contact support and guidance to faculty and staff on University policies and procedures;
- prepare contracts of employment for faculty, students and staff;
- running the recruitment process including:
 - drafting and placing external and internal recruitment advertisements;
 - drafting and updating job descriptions;
 - monitoring and forwarding applications to recruitment panels;
 - liaising with candidates and setting up interview schedules;
 - interviewing candidates as necessary;
 - sending rejection letters;
 - obtaining references, Home Office and CRB checks;
 - arranging travel as required.
- assist with arranging and delivering the University's training programme;
- assist with preparation work for disciplinary and grievance meetings and note-taking as necessary;
- maintain and update the HR Excel schedules, including salary, benefits, holiday and sickness absences, and staff turnover;
- prepare benefits memos to faculty and staff and follow-up as necessary;
- notify Finance, Security, IT, Maintenance and Library departments when staff join and leave;
- organise the annual Long Service Awards;
- arrange Health and Safety Committee, Flu Pandemic and Stress Management meetings and take minutes;

- update the University Catalog Administrative section;
- induct, train and supervise the work of the HR Student Assistant
- draft references for staff in support of job, mortgage, property rental and NI applications;
- maintain the HR department's filing and archiving systems;
- adhere to and promote the University's health and safety policies and procedures;
- undertake special projects as assigned by the HR Director.

LOCATION:

The HR Officer is located primarily at the University's Richmond campus but, at the direction of the HR Director, is required occasionally to work at the University's Kensington campus for such periods as the HR Director determines or as the principal place of work.

GENERAL:

The above responsibilities are subject to change at the discretion of the Director of Human Resources and shall include other responsibilities as the Director may from time to time assign. The HR Director may also, at her discretion, reassign some of the above responsibilities. The HR Director will work with the HR Officer to co-ordinate work and resolve problems and will evaluate the HR Officer's performance.

PERSON SPECIFICATION

QUALIFICATIONS:

An undergraduate degree, or equivalent working experience, is essential. A CIPD qualification or part-qualification is required. An MA in Human Resource Management is desirable.

EXPERIENCE:

Proven experience of working in a busy HR Department, preferably in an international, multicultural organisation, is essential. Microsoft Office Suite, including Outlook, Word and Excel, and database management skills are required. An understanding of the UK higher education sector would be an advantage. Experience of drafting recruitment advertisements, job descriptions and note-taking is desirable.

QUALITIES:

The Human Resources Officer must have:

- i. a friendly, positive and professional approach with a genuine desire to provide first-class, customer-focused HR services;
- ii. good team-working skills and the ability to work with minimum supervision;
- iii. excellent organisational and administrative skills;
- iv. good written and numerical skills
- v. resilience and the ability and prioritise a busy workload;
- vi. accuracy and attention to detail;
- vii. discretion and intercultural sensitivity.

DATE REVIEWED:

July 2009.