HR Administrator
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL
Job Description

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Vacancy Reference: 1660277

Job Title: HR Administrator

Department: Sainsbury Wellcome Centre

Salary: £27,545 - £32,281 per annum inclusive of London Allowance.

Grade: 6

Hours: 36.5 per week (full-time, 1.00 FTE)

Reports to: HR Administration Manager

About the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre (SWC) commenced research operations in Spring 2016 bringing together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of the SWC is to generate and test experimentally tractable theories of brain function.

The Centre will comprise around 14 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment through its provision of state-of-the-art research laboratories, cutting-edge scientific equipment, and technologically-advanced prototyping and fabrication laboratories. Neuroscientists working in the Centre will use the latest advanced molecular and cellular biology, imaging, electrophysiology and behavioural techniques. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

Further details about the Sainsbury Wellcome Centre can be found at www.ucl.ac.uk/swc.

Further details about UCL can be found at www.ucl.ac.uk.

Professional Services at the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre has a specialist and experienced professional services team led by the Centre Manager. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC.

The SWC prides itself on offering a high quality administrative support function, and fully supports the personal professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. The SWC is supported in this aim by UCL’s Organisational Development team (http://www.ucl.ac.uk/hr/od/), who run a wide range of training programmes for all staff types and grades.

The SWC offers staff an award-winning work environment in the heart of Bloomsbury with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor space. The Centre also offers the full range of UCL staff benefits, including a generous annual leave entitlement, two occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts. Further information can be found online: http://www.ucl.ac.uk/hr/benefits/employee_benefits.php.
The SWC Human Resources team manages the interaction between the SWC and central HR, facilitating all aspects of operational HR administration related to pay and contractual employment status. The team also manages all SWC staff and doctoral student recruitment, and supports managers with the drafting of recruitment-related documentation, places advertisements via central HR, communicates with candidates, panel members and referees, and supports the selection process to successful appointment.

The SWC HR team also leads on the onboarding of staff and students, from induction through probation to regular appraisal, and acts as the first point of contact for all HR-related staffing queries, as well as providing support and pastoral care to staff. In addition, the team provides high-level support to managers across the SWC, assisting with HR processes and policies, employee relations issues, and providing guidance and active support in following HR procedures.

The Role of the HR Administrator

As a generalist HR practitioner based in a research Centre, you will have the opportunity to gain experience in a range of different areas of HR, including recruitment and selection, employee relations, employee engagement, talent management and reward, as well as gain skills in doctoral student recruitment and administration, helping to create a talent pipeline for the London Neuroscience community. You will become confident in delivering successful staff recruitment, and continue the positive candidate experience through administration of staff onboarding, induction, probation and appraisal activities. Creativity and innovation in your approach to HR administration is encouraged, and there will be opportunity for personal and career development through formal training, mentoring, and collaboration with central HR colleagues.

You will work with staff and managers, exploring and understanding their needs and ensuring that you provide a responsive service. You will use your initiative to find solutions to HR problems such as staffing issues, recruitment to niche roles and retention of key staff. Your strong organisational and time management skills will mean that you are able to balance multiple recruitments with centrally-set deadlines (such as payroll, promotion, probation etc), while ensuring HR processes are completed in a timely manner. Above all you will use strong communication and interpersonal skills to represent the SWC HR team, both internally and externally, as experts in Higher Education HR service provision, supporting the reputation of the SWC as a world-leading research centre.

This post is funded until 31 July 2019 in the first instance; the Centre is externally funded with funding awarded in five-year tranches subject to periodic funder review. Staff posts will be renewed in line with the grant renewals.

Main Duties and Responsibilities

The HR Administrator supports the HR Administration Manager in the delivery of an effective, efficient and proactive HR function for the SWC. The HR Administrator provides administrative assistance with recruitment, contractual changes that affect staff and their payroll, and UCL processes such as induction, probation and appraisal.

Core Duties

- Planning and running recruitment exercises for staff and students, helping recruiting managers to draft engaging recruitment documentation and choose appropriate selection criteria, and providing advice on effective selection methods.
- Support candidates applying for SWC vacancies and studentships at each stage of the recruitment process, ensuring a positive recruitment experience.
• Ensure a smooth transition for new staff and students by completing pre-employment/enrolment administration (i.e. right to work checks, references etc), keeping in contact, and planning induction and onboarding activities.

• Undertake regular monitoring of the SWC’s probation and appraisal completion rates, and support line managers to complete these activities to deadline.

• Run regular reports on contracts on limited funding or staff on limited leave to remain, ensuring that appropriate notice is served to staff at risk of redundancy, or that the required extensions to contract or visas are actioned.

• Administrate contractual changes for staff, such as changes to working hours, parental leave, changes to funding, extensions and leavers.

• Ensure that accurate employee records are kept, including updating leave and sickness absence if required.

• Oversee staff training records, and ensure that staff have completed the mandatory training, and complete preparatory training before undertaking certain activities (i.e. recruitment and selection, doctoral student supervision).

• Advise managers and staff on the full range of HR-related UCL terms and conditions, policies and procedures in consultation with the HR Administration Manager, giving advice on processes, rights and entitlements as required.

• Support the HR Administration Manager in reviewing and updating policies and guidance materials on the SWC HR Intranet.

• Support the HR Administration Manager with UKVI compliance activities for all points-based immigration routes.

• Maintain day-to-day service provision during periods of SWC HR team absence.

• Liaise effectively with central HR and Finance staff, as well as colleagues across UCL, to build strong working relationships; this includes participation in focus groups, recruitment activities, working groups etc to facilitate SWC HR input into changes to central UCL processes and systems.

• Support the Athena Swan SAT and the Athena award application process in the collection and analysis of data and the preparation of application materials.

The above description is not exhaustive and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit and purpose of the post. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities, maintain an awareness of Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.
Selection Criteria

The selection criteria outline the skills, knowledge and experience you need to have in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential, and if appropriate, desirable criteria for this particular role.

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<td>GCSE English and Maths grade A – C or equivalent.</td>
<td>X</td>
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<td>CIPD qualified, or working towards a HR qualification.</td>
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Knowledge and experience

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<tr>
<td>Experience of delivering recruitment or HR administration in a Higher Education or research institution.</td>
<td>X</td>
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<td>Working knowledge of Equality and Immigration legislation and how it impacts on HR administration and recruitment activities.</td>
<td>X</td>
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<td>Experience of simplifying complex areas of HR such as policies, terms and conditions, systems instructions etc so that they are understood by those unfamiliar with them.</td>
<td>X</td>
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<td>Experience of managing a range of different and competing deadlines while ensuring outcomes are delivered on time.</td>
<td>X</td>
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<td>Experience of working collaboratively as a member of a small team to deliver an excellent HR service.</td>
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Skills

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<td>Able to recognise and solve problems or areas of ineffective working using your own initiative.</td>
<td>X</td>
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<td>Able to deliver a positive HR experience to internal and external contacts using strong interpersonal skills.</td>
<td>X</td>
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<td>Good attention to detail, able to spot errors and draft accurate correspondence under pressure.</td>
<td>X</td>
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<td>Able to maintain confidentiality when dealing with sensitive information or personal data.</td>
<td>X</td>
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Other Requirements

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<td>An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre</td>
<td>X</td>
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<td>Able and willing to work flexibly to meet the needs of the Centre</td>
<td>X</td>
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Contact Us

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, swc.hr@ucl.ac.uk, +44 (0)20 3108 8011.

Applying for the Role

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (http://www.ucl.ac.uk/hr/jobs/) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the online application form, and use the supporting statement section to answer the following five questions that are based on the selection criteria. Each answer should be around 500 words.

Applications will be shortlisted based on the strength of the examples used in your answers and the extent to which those examples demonstrate that you meet the selection criteria.

1. What attributes do you think constitute a great HR service provision?

2. Please can you outline your career in recruitment or HR administration so far?

3. Can you give two examples of how the Equality Act 2010 or the Immigration, Asylum and Nationality Act 2006 have impacted on recruitment or HR administration activities in the public sector?

4. How do you approach communicating a complex HR policy or process to somebody so that they understand it? Please use an example of a time when you have had to do this.

5. What was it about this role, and working at the SWC, that made you apply for this vacancy?

All candidates will be notified of the outcome of their application.
Pre-employment Checks
Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening. The Centre will provide overseas candidates who may require sponsorship with support in seeking an appropriate visa.

Salary
Starting salary will be on the Grade 6 scale according to relevant skills, knowledge, experience and achievement. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

Pension
Post-holders will be eligible to join SAUL (Superannuation Arrangements of the University of London), subject to the Scheme's rules and eligibility conditions.

Conditions of Service
Conditions of Service for Research and Professional Services Staff can be found at: http://www.ucl.ac.uk/hr/salary_scales/Support_Research_tcs.php.

Probation
Appointments are subject to a probationary period of 6 months.

Hours of Work and Overtime
Appointments will be full time. UCL’s weekly hours of work for a full-time post are an annual average of 36.5 hours.

Annual Leave
Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to 8 days public and statutory holidays, and 6 UCL closure days with pay per year.

Location
The Sainsbury Wellcome Centre is located in the heart of London around five minutes’ walk from the main UCL campus. The mainline railway stations at Euston, King's Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

Equal Opportunities
UCL’s equal opportunity policy is that in the recruitment, selection, education and assessment of students, and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post. The requirements being met, no student or employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

UCL is committed to providing a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying. This Policy means that all students and employees of UCL have the right to study or work in an environment free from discrimination, prejudice and all forms of harassment or bullying. UCL is committed to a programme of action to ensure that this and other equalities policies are implemented and monitored at an organisational and individual level.