



The Architectural Association

HUMAN RESOURCES OFFICER

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| Salary: | £33,000 - £36,000 per annum |
| Location: | London – Bedford Square |
| Department: | Human Resources |
| Reporting to: | Head of Human Resources |
| Starting Date: | As soon as possible |
| Contract Type: | Permanent |
| Hours of work: | Full-time; 35 hours Monday to Friday; 10am-6pm |

Role Overview

The AA seeks a knowledgeable and experienced Human Resources Administrator who is ready to progress to an HR Officer role to join the current team of three to provide support on all aspects of the employee lifecycle. You will have the opportunity to utilise your HR knowledge on a daily basis providing advice in a wide range of HR issues. You will also be responsible for managing all the HR administration whilst being the first point of contact to your assigned dedicated academic schools and administrative departments.

Main Responsibilities

Recruitment

- Recruitment administration including drafting job descriptions, advertising roles internally and externally, shortlisting candidates, organising interviews, issuing offers and organising contracts of employment, as well as completing right to work, CEST and reference checks

On-boarding & Contractual Changes

- Issuing new contracts of employment
- Ensure probation periods are monitored
- Keeping track of any expiring contracts
- Produce and issue contract changes for payroll processing
- Ensure contracts are met and subject to any visa restrictions
- Advising payroll of starters/leavers

Visa Compliance

- Liaise with the HR Manager regarding visa issues
- Identify and verify immigration status of all non-UK Nationals and provide advice on any restrictions to work
- Keeping track of any expiring working visa and following up with staff prior to any expiry date
- Ensure that particular recruitment campaigns fulfil all the criteria to allow for work visa

- sponsorship, and that all paperwork is correctly stored and kept on record
- Keep up-to-date with the latest government visa/immigration changes and ensure that these changes are implemented

Grievance & Disciplinary

- Take notes at disciplinary and grievance meetings
- Support the Head of HR and Heads of Departments with disciplinary and grievance issues
- Source legal/HR advice from third parties when necessary i.e. XpertHR, CIPD etc...
- Produce letters to staff inviting them for meetings, as well as producing letters of any outcomes

HR Record Keeping

- Maintain general changes to employees' records
- Keep staff lists and database records accurately updated
- Maintain Personnel files and HR server
- Ensure the academic and administrative staff lists are up-to-date and accurate

Policies and Processes

- Responsible for managing and developing all administrative processes and systems within the HR department and keeping all HR documentation up to date
- Maintain and develop administrative processes within the department
- Assist the Head of HR with regular updates to the Employee Handbook
- Update and implement improvements to current HR processes and policies
- Producing data reports, statistics and another reports as and when required

General HR Administration

- To provide cover to the HR Manager and HR Administrator during any leave of absences.
- Offer advice and manage any sick leave, parental leave and annual leave
- Manage all reference and tenancy requests
- Conduct audits of HR records
- Conduct meeting to discuss maternity/paternity leave entitlements and arrangements
- Assist with the preparation and delivery of internal and external training sessions
- Manage administration of the Annual Review Process
- Process and maintain Student Assistantship applications
- Maintain office supplies of stationery, printing paper and toners
- Promoting staff wellbeing and positive mental health
- Contribute to HR projects as delegated by the Head of Human Resources
- Carry out any other ad-hoc duties in order to support the Head of Human Resources

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Person Specification

- Educated to graduate level or working towards a CIPD qualification
- Experience of being involved in grievance and disciplinary processes
- Experience of working visa compliance and issuing work sponsorships
- Experience of administering parental leaves, sick leave and annual leave
- Have a proven track record in HR
- Experience within an educational environment would be highly desirable
- Excellent I.T. skills
- Excellent administration, communication and organisational skills
- Ability to take minutes at meetings
- Use initiative and be able to work independently
- Excellent attention to detail and accuracy
- GDPR compliant

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.