



Vacancy ref: 5624

Human Resources Job Description

Title:	HR Coordinator
Department:	Human Resources
Grade:	5
Salary:	£27,241 - £31,861 per annum (pro rata for part-time role)
Hours:	1 x Full time and 1 x Part time (0.5fte)
Contract Length:	1 x Fixed term (up to 12 months maternity cover) and 1 x Permanent
Reporting to:	HR Operations Team Leader
Location:	Exchange Station, although staff may be asked to work in any location within the University.
Introduction:	The appointed person will be expected to make broad contributions to the Department by providing an efficient, proactive administrative service from the start of the employee lifecycle to the end.

Purpose of the role
Our team of HR Co-ordinators have a high level of customer service and provide an efficient, proactive administrative service from the start of the employee lifecycle to the end.
Duties
• Support members of the HR Business Partner Team with appropriate administrative activities. • Act as the first point of contact for the HR team, providing advice on any transactional matters and answering or facilitating the response to policy, contractual or pay related queries and, where appropriate, escalating issues to the HR Operations Team Leader and/or Business Partner Team. • Work with the HR Resourcing and Operations Manager to continuously improve systems and processes to ensure efficiency. • Generate employment contract letters and other associated employment correspondence such as new starters, contract extensions, leavers, changes to contract etc. in line with policy and process. • Complete the post-offer administrative process for new starters in an accurate and timely manner including entering new starters on to the HR system and peer checking. • Responsible for all system changes pertaining to new and existing employees. • Provide advice and support for managers and staff through key events such as maternity and parental leave and flexible working requests. • Manage the email accounts for general HR enquiries, ensuring all queries are dealt with appropriately, professionally and within agreed timescales.

- Accurately maintain all confidential HR files, ensuring that paper and electronic files are stored accurately, to achieve compliance with the General Data Protection Regulations (GDPR).
- Support the HR Business Partner team with notetaking during formal hearings on a rota basis.
- Process and monitor Disclosure and Barring Service (DBS) checks and Certificate of Sponsorship applications for staff requiring visas and liaise with these external agencies regarding the progression of applications.
- Manage the administrative work associated with the employment of Hourly Paid Employees.
- Provide administrative support to annual internal promotion processes.
- Ensure pre-employment checks are satisfactory and in accordance with the LJMU Recruitment and Selection Policy and associated guidance.
- Deliver an excellent onboarding experience for new starters, including supporting the delivery of HR inductions and supporting new employees with relocation where appropriate.
- Ensure the HR office is covered in accordance with the flexi-time policy.
- Manage the university's online induction process, ensuring all new starters and managers receive the appropriate documentation and advice.
- Produce 'on request' and internal monthly reports and analysis in relation to key HR activities.

Values and Regulations

- Any other duties commensurate with the grade as deemed necessary by the Chief People Officer.
- A commitment to LJMU's values and regulations and Diversity and Inclusion Policy.
- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management, Energy Management and Sustainability Policy Statement, and the Climate and Sustainability Plan.
- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Executive Leadership Team, are contained in Section 2 of the University's Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder's mandatory Environmental Management responsibilities are contained in Section 2 of the University's Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.
- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

PERSON SPECIFICATION

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

Essential Factors	Evidence
Educated to A Level standard/equivalent qualification or a proven track record of broad substantial relevant experience.	A
A knowledge of HR practice and relevant experience in an HR environment.	A, I
Ability to complete data input accurately.	A, I, T
High level of IT skills and digital competency, including MS Office (use of Word, Excel, PowerPoint, SharePoint and Teams etc.).	A, I, T
Planning and organisational skills, particularly workload management, to enable the organisation of own activities to meet objectives to agreed standards.	A, I
Proven ability to build effective working relationships with internal and external stakeholders.	A, I
Possess the ability to work accurately with detailed information and to ensure that practical tasks are effectively implemented.	A, I
Previous administrative and customer service experience.	A, I
Tact and discretion when dealing with confidential information.	A, I
Strong problem-solving skills with excellent attention to detail.	A, I
Commitment to LJMUs values and regulations, including the Diversity and Inclusion Policy.	A, I

Desirable Factors	Evidence
Experience of using the Oracle HR system or similar systems.	A, I
Previous experience of notetaking and/or minute taking.	A, I
Experience of providing HR advice to various stakeholders.	A, I

A = Application I = Interview P = Presentation T = Test C = Certificate

BENEFITS OF WORKING FOR US

Financial benefits: Competitive salaries based on a low contractual 35-hour working week.

7.1% employer pension contributions for non-academic staff enrolled in the Local Government Pension Scheme (LGPS). This is a temporary reduction from the previous rate of 17.5%, effective from April 2026, following the Fund's triennial review. The reduction reflects the Fund's current surplus and improved financial position. This does not affect your pension benefits, which are determined by LGPS scheme rules rather than the level of employer contributions.

28.68% employer contribution to pensions for teaching staff enrolled into the Teachers' Pension Scheme (TPS).

Work life balance: Excellent annual leave provision.

30 days for support staff and 35 days for staff and senior managers grade 8 and above.

8 UK bank holidays and up to 5 University closure days between Christmas and New Year.

Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible.

Health and wellbeing: Regular wellbeing support initiatives throughout the year.

Access to a trained counsellor via Employee Assistance Programme (EAP).

Plus, a programme of activities and range of support and resources to help look after your mental and physical wellbeing.

Career Benefits: Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning.

Making a difference: LJMU Climate Action - be at the forefront of initiatives to tackle climate change.

Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.

Opportunity to volunteer at graduation ceremonies, clearing and open days.

Discounts and other benefits: A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.

Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.

Massively discounted gym and fitness classes at the [University Sport Building](#).

