

ROLE DESCRIPTION AND PERSON SPECIFICATION: HR COORDINATOR



Leeds Beckett
Students' Union

ROLE DESCRIPTION

Role:	HR Coordinator
Grade:	2 (£26,559 - £29,022)
Full Time/Part Time:	Full time
Contract term:	Fixed Term – 2 years
Responsible to:	Head of People & Governance
Responsible for:	No line management responsibility
Hours:	<p>Standard hours are 35 hours per week</p> <p>These can be worked flexibly, and we are happy to discuss alternative working patterns</p>
Location:	<p>Leeds Beckett Students' Union, Leeds</p> <p>We support hybrid working in line with business needs</p>
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK
Benefits:	<ul style="list-style-type: none">♦ 25 days annual leave, bank holidays and seven discretionary days at Christmas♦ One week of paid special leave♦ One week of paid volunteer leave♦ Employer pension contribution up to 7.3%♦ We support hybrid working in line with business needs♦ Supportive, needs-based compassionate and other leave♦ Supportive maternity, parental, adoption, and partner's leave♦ Cover the cost of your eye test and £50 towards new glasses♦ An employee assistance programme to support your wellbeing♦ Plenty of opportunities for learning and development♦ Access to student discounts online and in the city

Purpose of the role

- ♦ Coordinate end-to-end recruitment administration, acting as the central point of contact for managers and candidates, managing vacancies, shortlisting, interviews, pre-employment checks, and ensuring accurate, audit-ready records.
- ♦ Deliver a seamless and compliant onboarding experience, ensuring timely setup of contracts, HRIS records, system access, and timesheets, while maintaining accurate data and supporting process improvements.
- ♦ Provide timely HR input for payroll (starters, leavers, changes, timesheets), act as a first point of contact for HR and payroll queries, and support offboarding and wider HR activity that enhances employee experience and organisational delivery.

Principal Duties

Role Specific:

- ♦ Coordinate end-to-end recruitment administration, including adverts, vacancy posting, applicant tracking (HRIS), shortlisting, and interview logistics.
- ♦ Manage pre-employment checks, including references, right-to-work verification, and contract documentation.
- ♦ Maintain accurate, complete, and audit-ready recruitment and employee records within the HRIS.
- ♦ Deliver a smooth onboarding process, ensuring contracts, system access, HRIS records, and induction schedules are completed accurately and on time.
- ♦ Coordinate induction and liaise with managers to ensure a positive, compliant new starter experience.
- ♦ Deliver induction sessions covering core systems and processes (e.g. system access, calendar permissions, using the HRIS).
- ♦ Set up and maintain employee records, contracts, and timesheets, ensuring confidentiality and data integrity.
- ♦ Provide HRIS support to managers and staff, resolving queries and promoting process compliance.
- ♦ Generate HR reports, support audits, and contribute to continuous improvement of HR systems and processes.
- ♦ Provide accurate HR input to support payroll processing (starters, leavers, changes, leave) and respond to routine payroll and benefits queries.
- ♦ Support workforce administration, including timesheet monitoring, probation tracking, fixed-term contract monitoring, offboarding, and right-to-work compliance.
- ♦ Contribute to HR projects, policy implementation, staff engagement initiatives, and act as a professional first point of contact for general HR queries.

Organisational stewardship and leadership:

- ♦ Play an active part in delivering key LBSU projects and events as directed.
- ♦ Perform other duties, commensurate with the grade and remit of the role.
- ♦ Have a commitment to your own and others' development and a willingness to undertake relevant training opportunities.
- ♦ Undertake Health and Safety duties and responsibilities appropriate to the post, always having regard to your own and others health and safety.
- ♦ Work within the framework of the Union's Policies, Articles and Byelaws, ensuring that your work furthers the Union's core values and objectives.
- ♦ Act as a role model and create an environment which ensures all employees, visitors and contractors are treated fairly and with respect and professionalism.
- ♦ Embed sustainability into your working activities wherever possible.

Person Specification

Criteria	Essential/ Desirable
Qualifications	
Evidence of relevant professional development or training in HR or administration.	Essential
CIPD Level 3 (or working towards).	Desirable
Knowledge & Experience	
At least two years' experience in a busy HR Administrator or HR Coordinator role.	Essential
Proven experience providing end-to-end HR administrative support across multiple HR processes.	Essential
Experience using an HRIS to manage employee records, recruitment, and reporting.	Essential
Experience supporting recruitment, onboarding, employee records, and payroll processes.	Essential
Strong understanding of confidentiality, data protection, and accurate record-keeping.	Essential
Experience working in a Students' Union, charity, education, or values-driven organisation.	Desirable
Experience using StaffSavvy.	Desirable
Experience supporting HR compliance, audits, or reporting processes.	Desirable
Abilities & Skills	
Exceptional organisational and administrative skills with strong attention to detail.	Essential
Ability to manage competing priorities and meet deadlines in a fast-paced environment.	Essential
Confident communicator with the ability to work effectively with managers and staff at all levels.	Essential
High level of accuracy when handling data and documentation.	Essential
Strong IT skills, including Microsoft Office and HR systems.	Essential
Experience contributing to HR process improvement or systems development.	Desirable
Confidence producing routine HR reports and data summaries.	Desirable
Values & Behaviours	
A flexible, positive, and solution-focused attitude	Essential
Commitment to Leeds Beckett Students' Union's Mission, Vision and Values	Essential
Commitment to working as a proactive member of a team	Essential
Respect for the principles of client confidentiality	Essential
Commitment to the creation of an environment that promotes equality of opportunity whilst recognising and valuing diversity	Essential
Commitment to excellent standards of customer care	Essential
Commitment to work in a student-led, democratic environment	Essential