

Job Description

Prifysgol Wreccsam
Wrexham University

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Transformation.

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Sustainability.

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Faculty/Department	People Team
Section	People Transactional Team
Job Title	People Team Assistant
Reports to	Senior People Team Administrator
Grade	OA2

Principal Accountabilities

To carry out a wide range of administrative activities in order to support the People Team and contribute to the provision of a comprehensive HR service to all Faculties and Departments.

The purpose of the role is to deal with HR queries and all associated administration, providing a responsive, professional and accurate administrative service for all HR processes across the complete employee lifecycle.

Key Tasks

Your responsibilities will include:

- Administering the end-to-end recruitment and onboarding process including DBS and Right to Work checks.
- Administering employee life cycle procedures, such as, processing flexible working requests, sickness absence and other absence and calculating annual leave entitlements.
- Answering queries and providing advice; administering the faculty's and department's payroll and recruitment.
- Maintaining accurate employee records (sickness, salary information, personal details etc.) using the HR and Payroll system and other relevant systems.

- Dealing with enquiries by email, in person and on the telephone.
- Arranging meetings together with any necessary facilities.
- Attendance at meetings as note/minute taker.
- Record keeping document management; and agenda circulation.
- Raise purchase orders/BACS payment requests as necessary ensuring the Finance system is updated accordingly.
- Responsible for office stationery and supplies – monitoring stock levels, placing orders and checking invoices against goods received.
- Responsible for the maintenance and management of the People Team intranet site.
- Dealing with ad-hoc and routine queries and provide advice face-to-face, via email and/or other media, using judgement as to whether to answer, seek further information, or refer to the Senior People Team Administrator or other colleagues.
- Have a flexible approach, providing cover and support for other members of the team.
- Develop an understanding of University policies and procedures related to people practice.
- Highlight issues with administrative processes and suggest improvements where appropriate.
- Maintaining the People and Culture Social media pages.
- Ensure confidentiality and integrity of all information in accordance with the GDPR and other relevant legislation and Codes of Practice including the University's Information Security Policy.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Prifysgol Wreccsam Wrexham University

Job Title: **People Team Assistant**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	A systematic, thorough, and well-organised approach to work with evidence of the ability to work to deadlines with minimal supervision.	A/I	E
		1.2	Excellent organisational and time management skills with the ability to manage multiple priorities and simultaneous tasks whilst still ensuring deadlines are met and tasks completed.	A/I	E
		1.3	Demonstrable ability to use own initiative and work independently but knowing when to seek further advice.	A/I	E
		1.4	Excellent IT skills including experience in the use of the Microsoft Office Suite, particularly Outlook, Word and Excel.	A/I	E
		1.5	A flexible can-do approach, self-motivation, and resilience with evidence of the ability to adapt to the changing needs and priorities in the team and across the University.	A/I	E
		1.6	Demonstrable experience of good team working skills.	A/I	E
		1.7	Demonstrable ability of communicating effectively through all modes of communication.	A/I	E
		1.8	High levels of accuracy and attention to detail when inputting data and providing information.	A/I	E
2	General & Specialist Knowledge	2.1	A demonstrable ability to communicate professionally, confidentially, tactfully and effectively to a high standard in writing as well as orally.	A/I	E

		2.2	Basic knowledge of employment law.	A/I	E
3	Education & Training	3.1	CIPD or other HR relevant qualification.	A/I/C	D
		3.2	Business Administration qualification.	A/I/C	D
		3.3	Educated to GCSE level or equivalent level of education.	A/I/C	E
4	Relevant Experience	4.1	Knowledge or experience of work within the Higher Education sector.	A/I	E
		4.2	Previous experience of working within administration.	A/I	E
		4.3	Previous experience of working in HR.	A/I	D
5	Special Requirements	5.1	Ability to communicate in Welsh.	A/I	D
Date of Revision			August 2026		

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

