



**GSA**



**Graduate  
Students'  
Association**  
UNIVERSITY OF YORK

# HR Coordinator Recruitment Pack

# HR Coordinator

**Part time, up to 2 days weekly, flexible hours, salary dependent on experience.  
Initial contract six months with the possibility of extension**

## **The Graduate Students' Association (GSA):**

The UK's only dedicated specialist postgraduate union, the GSA is an independent charity, primarily funded by the University of York and representing almost 8,600 post graduate (Masters and PhD) students at the University.

Our membership is extremely diverse with students aged 21 to 85 year of age and over 60% of our members coming from outside the U.K. We also have a growing number of distance and part-time learners. Engaging with and providing a wide range of services and support for such a diverse student population is a challenge, but one the GSA rises to each year.

The services offered by the GSA include representation and student voice, welfare support, academic advice and support, free sports sessions and a comprehensive calendar of events and trips including the UK's largest dedicated postgraduate welcome week.

Over the last year the GSA has developed and expanded the services it offers to its members and this post is part of the latest phase in our development. The successful candidate will be joining our team of 10 staff and 3 student sabbatical officers and a wider network of volunteers initially online then subject to government guidelines, based out of our Vanbrugh office in the heart of Campus West.

## **Purpose:**

Established in 1965, the GSA is a unique specialist students' union, with a small, dynamic team of staff and officers.

Reporting to the CEO, the HR Coordinator will be responsible for ensuring effective and efficient management of all aspects of HR operations including development and implementation of HR related company policy and procedure; overseeing a high standard of employee induction and review process; and having oversight and a first point of call on HR policies and Salaries administration.

It's an exciting time to join the GSA. With a relatively new Vice Chancellor at the University of York currently working to define the University's new Vision and ten year plan, the GSA will be working to develop its own new three year student led three year strategy covering 2021-24.

The GSA has a turn-over of around £300,000 funded by an annual subvention from the University and around £20,000 self-generated income.

**/More**

## Key Responsibilities:

- Guide and advise the CEO on all HR matters
- Ensure the GSA is compliant with all relevant legislation, regulations and codes of practice in relation to the employment of staff
- Implement policy strategy and keep processes to a high standard of governance ensuring they are fit for purpose, communicated to staff and followed consistently and fairly
- Introduce new performance management systems and support the CEO in ensuring the effective management and development of staff
- Ensure terms and conditions of employment are kept up to date and legally compliant and ensure the GSA has accurate and appropriate job specifications for all roles
- Be responsible for the recruitment and selection of staff via agency and direct routes including induction process
- Ensure the monthly payroll is accurate, liaising with the University payroll team as necessary
- Ensure the effective processing of starters and leavers
- Ensure appropriate systems are in place for the effective and confidential reporting of employee statistics relating to equality and diversity, absence and performance
- Conduct file audits to make sure all correct documentation is held
- Review employee benefits to ensure they are appropriate and market competitive
- Ensure that all employees are aware of the GSA's aims and objectives, as well as the standards of behaviour and performance expected of them

This list is not exhaustive and the post holder will be expected to carry out other tasks commensurate with the level of the post.

## Experience, Skills & Competencies:

- A bachelors' degree (or equivalent) with CIPD accreditation.
- Successful, relevant experience in a HR role
- Experience of working in the third sector and/or higher education is desirable but not essential
- Experience of successfully dealing with challenging situations
- Professional credibility with the ability to represent the HR function to the staff team and occasionally to external stakeholders
- Confidence, with the ability to exercise professional judgment and make difficult decisions and recommendations
- Ability to guide and support the CEO on all aspects of people management and development.
- Excellent communication skills with the ability to build rapport quickly with key members of the team and relevant departments of the University
- Demonstrable experience in managing change and HR projects
- Strong understanding of employment law and how to translate it into practice
- Evidence of CPD

**Job Posting:** Thursday 18 March 2021

**Closing Date:** Friday 9 April 2021

**Shortlisting Date:** Monday 12 April 2021

**Interview Date:** Week commencing 19 April 2021

**Commencement Date:** ASAP

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**Hours of Work:** Up to 2 days weekly based on a full time, 37.5 hours per week (7.5 hours per day). The GSA offers flexible working. Hours for this role can be negotiated across the week for the successful candidate.

**Place of Work:** The Graduate Students' Association, University of York, Heslington, York.

**Duration of Post:** six month initial contract with the possibility of extension

**Reporting to:** CEO

**Application forms:** Application forms should be returned, marked Private and Confidential, via email to [recruitment@yorkgsa.org](mailto:recruitment@yorkgsa.org)

**Contact:** For an informal conversation regarding this role, please contact Darryl Butcher, CEO on [ceo@yorkgsa.org](mailto:ceo@yorkgsa.org) or 07896 611335