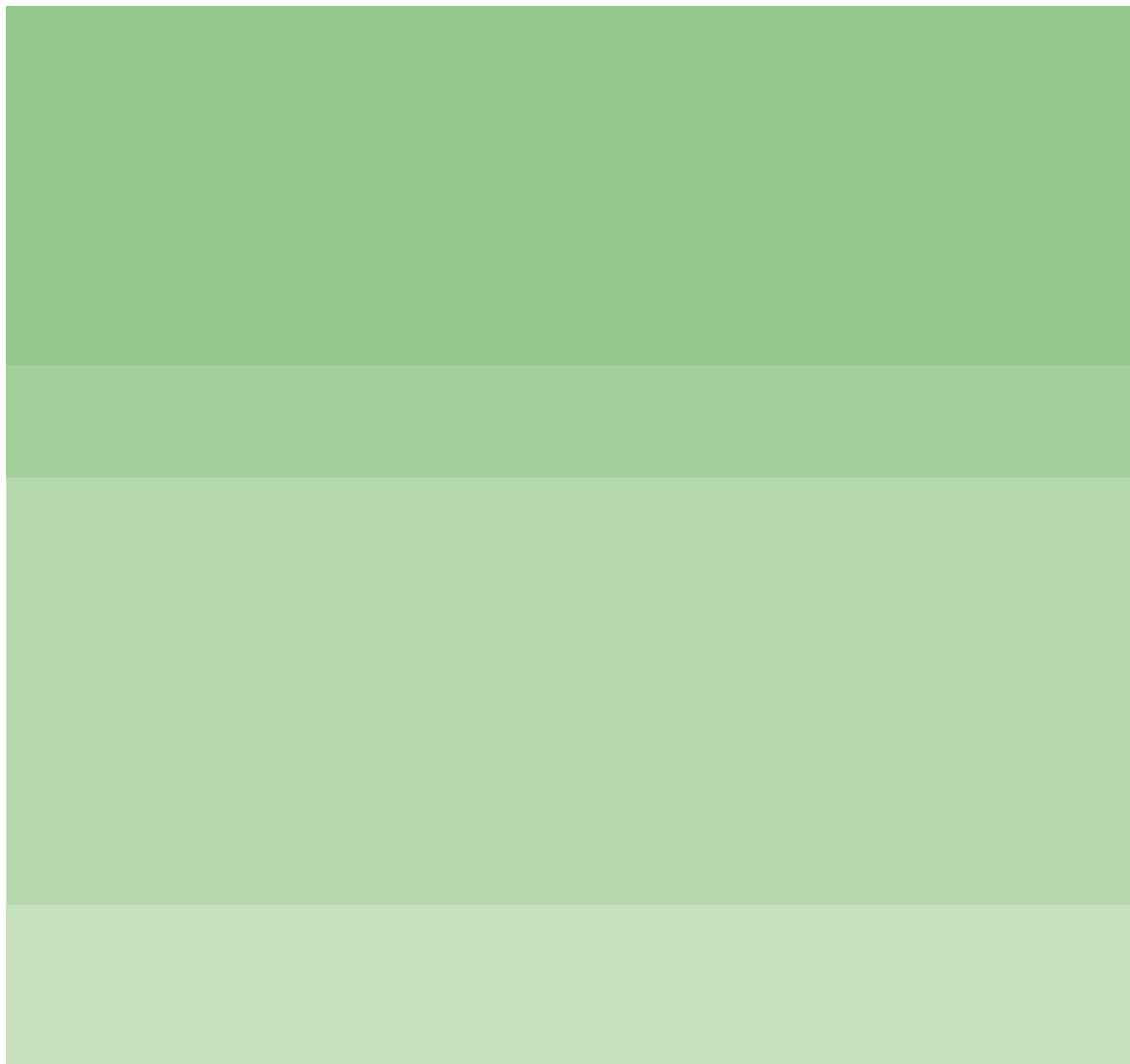


Transactional HR Grade 5

Typical roles: HR Administration, Payroll Support, Workplace Health Administration





Transactional HR Grade 6

Typical roles: Administration Support for HR/EDI/ or Staffng, HR Service Advice, IT and Data Coordination

Experiences

Activities and responsibilities likely to be required when working at this level

Transactional HR Grade 7

Typical Roles: Senior HR/Staff Administration, Payroll Supervision, Workplace Health Management, Occupational Health Nursing

Experiences

Activities and responsibilities likely to be required when working at this level

Working independently and taking responsibility for decisions in a particular area (e.g. within a department); developing in depth knowledge of policies and procedures and awareness of employment/equality law that they are based on; providing non-routine advice to colleagues (e.g. interpreting policy outside the usual course of employment); sign off forms 6 and 7; providing administration support for HR related meetings, drafting correspondence and taking, writing up and distributing notes – including informal ER meetings (e.g. disciplinary/grievances); providing updates and reports for senior management, including interpreting data and giving insights and providing information for senior decision-makers; coming up with ideas for problem-solving through continuous improvements, escalating for more significant changes; providing input into HR-related meetings, providing advice on non-standard issues or those with no explicit policy guidance; taking responsibility for checking, preparing and administering detailed paperwork for complex HR related meetings (e.g. formal ER meetings, senior academic promotions); supervising and coaching staff, potentially line managing depending on context; escalation point of any issues relating to

