

Title HR and Operations Coordinator
Team Business Services
Manager Head of People



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite.

BUCS works with its member institutions to get more students active more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

The HR and Operations Coordinator will play a pivotal role in maintaining efficient operations and fostering an inclusive and respectful workplace environment. Your primary responsibilities will be to support innovative learning and development initiatives, oversee office management and support the Head of People in recruitment and the employee lifecycle processes.

Main duties and responsibilities

Human Resources

- Collaborate with the Head of People with the employee lifecycle
 - Recruitment and hiring process.
 - Onboarding and inductions.
 - Staff departures and offboarding.
- Maintain staff records on all HR platforms and systems.
- Support the on-going development, monitoring and execution of the BUCS' People Plan, ensuring positive outcomes for staff and the organisation as a whole.
- Manage internal and external job advertisements through the BUCS website and external job boards.
- Assist in the implementation of learning and development initiatives.
- Produce and submit reports on general HR activity.
- Support reviewing and updating policies and procedures
- Assist the Head of People in coordinating workplace health and safety and well-being initiatives.
- Assist managers in performance management procedures.
- Support the resolution of employee relations issues and assist in maintaining a positive workplace culture.
- Support and coordinate the All Staff Meeting and Social Committee in organising staff meetings and social activities that encourage team building.

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Operations and Office Management

- Coordinate and communicate efficiently with the Business Service team for IT matters, and the management of office suppliers, including utilities, photocopiers, cleaning, security, stationery, and other operational tasks.
- Purchase and monitor office supplies, sundries and equipment.
- Support the distribution of posts.
- Address and resolve day-to-day office management issues in collaboration with Business Services.

Other

- Provide support to the rest of BUCS staff.
- Undertake administrative duties as can be reasonably expected to ensure the smooth running of BUCS.
- Professionally represent BUCS at all times.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge or experience

- Knowledge and experience in administrative tasks and data management.
- Experience coordinating projects and ability to meet deadlines.
- Strong ability in using Microsoft Office.
- Experience with HR and ATS software.
- Experience with employee lifecycle (recruitment, onboarding, transfers, performance cycles, leaves of absence and off-boarding) and providing end-to-end HR solutions.
- Experience in using initiative and bringing innovation to improve the efficiency and effectiveness of processes, utilising technology where appropriate.

Essential skills and abilities

- The ability to analyse and solve problems.
- The ability to work well in a team and independently.
- Good written and verbal communication skills.
- Flexible and conscientious approach to work.
- Excellent planning and organisational skills.
- Ability to handle data with confidentiality.
- Interpersonal skills.
- Good time management and organisational skills.
- Strong attention to detail.

Desirable knowledge or experience

- Effectively managing budgets with the support of senior staff.
- Previous experience in a Coordinator or Officer role.
- Degree or equivalent in Human Resources, or relevant subject desired but not essential.
- CIPD Level 3 Foundation Certificate in People Practice is desirable. Or a willingness to complete the qualification during employment (subject to a successful probation period and CPD application).
- Data analysis skills to drive insights from HR and Operations metrics.
- Knowledge of Learning Management System (LMS) administration for tracking and managing training initiatives.
- Experience in planning and executing events and training from team to larger gatherings.