



## A Guide to the roles of your HR Adviser and HR Administrator

These guidance notes act as an overview of the roles of the HR Advisers and Administrators, so you know who to contact with any questions or queries that you might have.

### At a glance:

The HR Division is made up of different teams, each providing a specialist service to our internal and external stakeholders. A [Cluster area list](#) is also available to inform you of the individuals who look after your area.

Your HR Adviser works alongside and forms part of the HR Partnering Team. The HR Advisers support the HR Partners, providing advice on policy and procedural queries. The HR Adviser is the first point of contact on School recruitment activity, and also for family friendly benefits, occupational health and sickness absence queries.

For all queries, please contact the HR Advisers at [hr.adviser@lse.ac.uk](mailto:hr.adviser@lse.ac.uk).

Your HR Administrator forms part of the HR Operations Team. The HR Administrators provide administrative support for general HR processes such as circulating letters confirming contract variations, issuing offer letters and onboarding new starters, processing resignations and publishing approved roles on the e-Recruitment System. The HR Administrators are also able to support with general queries on using the e-Recruitment System.

For all queries, please contact the HR Administrators at [hr.admin@lse.ac.uk](mailto:hr.admin@lse.ac.uk).

Please see below for a more in-depth overview of these roles.

### HR Adviser

The HR Adviser is responsible for providing advice and guidance on all recruitment activity. They will check the re-deployment register before advertising and advise managers, the VCAC and Pro Directors on recruitment issues and the recruitment process lifecycle. They review and provide guidance on advertising documents (advert, job description and person specification) and approve these documents on the e-Recruitment System. Where there is a new role, the HR Adviser will evaluate the job using the School's job evaluation software – Higher Education Role Analysis (HERA). The HR Adviser also manages the process for the regrading of any existing roles in line with the [School's Regrade Procedure](#).

The HR Advisers manage the recruitment process end to end for the following roles:

- Professorial Lecturer
- Assistant Professorial Lecturer
- Associate Professorial Lecturer
- Professor
- Associate Professor
- Assistant Professor
- Professorial Research Fellow
- Associate Professorial Research Fellow
- Assistant Professorial Research Fellow
- Senior Policy Fellow
- Distinguished Policy Fellow

The HR Adviser will publish these roles, service the academic and research selection committees for these posts and also send out the offer of appointment letters.

The HR Administrators manage the recruitment for all other roles as follows:

- Research Officer/Fellow
- Policy Officer/Fellow
- LSE Fellow
- Course Tutor
- Postdoctoral Fellow
- ESRC Postdoctoral Fellow
- Teaching Fellow
- All professional services roles

Once approved by the Financial Planning and Analysis Manager and HR Adviser, the documents will be sent to the HR Administration team for publishing.

The HR Adviser will also approve the 2<sup>nd</sup> fund check<sup>1</sup> and will be able to assist with any salary band queries that you may have.

A further role of the HR Adviser is to provide guidance and advice on all academic staff leave e.g. sabbatical leave, unpaid leave and research leave. They provide advice to academic members of staff, Department Managers (DM) or Head of Department (HoD) in relation to the academic leave policies or specific individual sabbatical calculations.

HR Advisers are responsible for calculating and maintaining the School's master sabbatical records in coordination with the Academic Departments. Sabbatical leave entitlement for academics is calculated on a yearly basis and supports the School in planning resourcing and teaching for the upcoming years.

The HR Advisers provides advice in regard to Family Friendly policies (Maternity, Paternity, Shared Parental Leave) and the administration in relation to these policies for both academic and professional services staff. The HR Adviser supports employees across the School with family friendly related matters and queries. This includes offering face to face meetings to explain the process and procedure of taking family friendly leave and the relevant entitlements.

The HR Advisers also provides first line advice on low level employee relations matters as well as supporting the HR Partner on all aspects of employee relations and casework. This includes complex note taking, supporting the HR Partners.

## HR Administrator

The HR Administrators publish vacancies when received from the HR Adviser. If you need support with using the e-Recruitment system, and you have already had the initial training from the HR Information and Systems Team, the HR Administrator will be able to help you with your query in the first instance. For further guidance, a [recruitment toolkit](#) with a set of step by step guides is available on the HR webpages. The HR Administrator will also liaise with external advertising agencies if required.

For academic recruitment, the HR Administrators assist with preparing the information pack for the VCAC/ PDFD and send out the electronic packs for panel members.

Once a role has been recruited to and the checklist and 2<sup>nd</sup> fund check has been approved, your HR Administrator will draft and send out the offer of appointment letter to the successful candidate and onboard the individual onto the payroll system. The HR Administrator will also check that a Right to Work check has been completed before 9:30 on the candidate's first day. If a visa pack is required, the HR Administrator will collate the information for this and pass the details across to the Immigration and Compliance Team.

The HR Administrators also prepare and circulate letters confirming all approved contract variations, review period letters and resignations, update and maintain the HR System and communicate these changes to Payroll in accordance with the [payroll deadline](#) each month.

The HR Administrators are also responsible for managing the HR.Jobs inbox, responding to interview feedback requests and general candidate queries.

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<sup>1</sup> A second fund check takes place once a verbal offer has been made to the candidate. Guidance notes on this process can be found on the Recruitment Toolkit webpages [here](#).

## **Any questions?**

If you have a specific query that is not covered in this document, please speak to the HR Operations Manager or the Head of HR Partnering, or contact the teams at [hr.admin@lse.ac.uk](mailto:hr.admin@lse.ac.uk) and [hr.adviser@lse.ac.uk](mailto:hr.adviser@lse.ac.uk).