

# Careers at UCLB

People Services Advisor candidate information pack



# Introduction to UCL Business



## Anne Lane, CEO

I am delighted that you're interested in working at UCL Business Ltd (UCLB). As CEO, I am proud to work alongside such a talented, dedicated and diverse team, who are supporting the commercialisation of technologies that make a positive societal change.

UCL, as one of the leading universities in the UK for teaching and research, recognises the need to translate its exceptional research into commercial development for positive social and economic benefit.

UCLB is recognised as a leading technology commercialisation company within the UK, and has an impressive and successful track record of creating licences and spinouts based on UCL's intellectual property for almost 30 years. We are unique within the UK by being an independent, financially self-sufficient company with a strong history of making significant profits for UCL.

The company relies on its experienced staff and we strive to create the maximum number of opportunities for technology growth. Despite the challenges of COVID-19, UCLB has continued to experience exceptional success, raising £1.7 billion of external investment in the last three years, and supporting the creation of 6 new spinouts in 2021.

We encourage an environment of enthusiastic involvement and entrepreneurship and we aim to attract people who are talented, motivated and interested in working here, where they can make a useful contribution – both as individuals and as part of the UCLB team.

We want everyone to be able to achieve their best work and for this to be an open, happy and productive environment so that the company can truly succeed.

# Introduction to Operations at UCLB



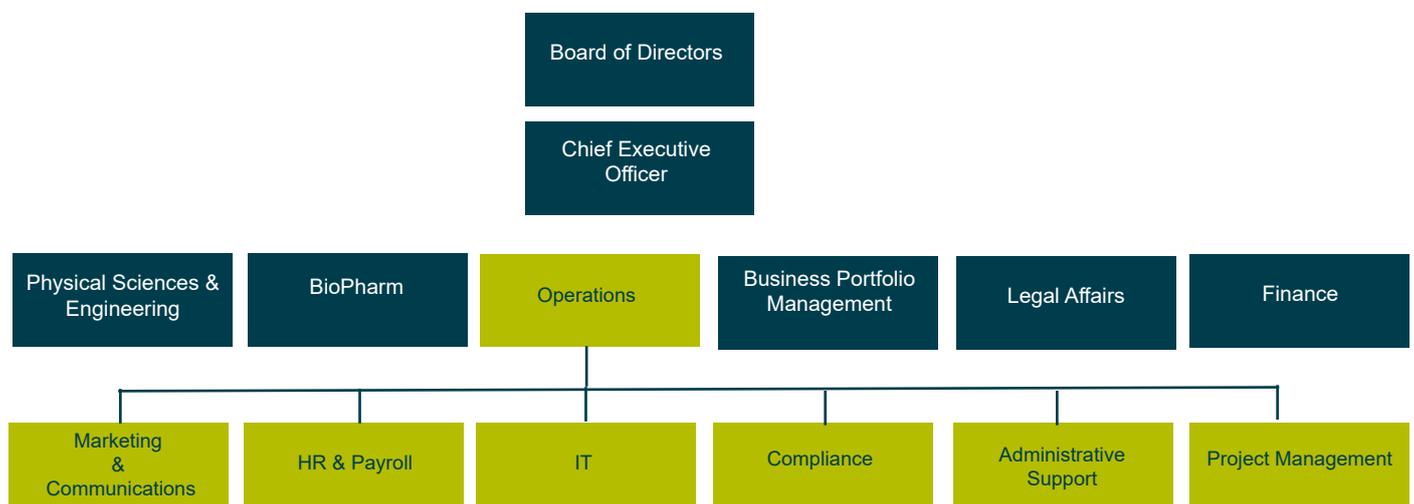
## Louise Hammond, Director of Operations

As Director of Operations, I am responsible for developing and implementing organisational strategies, policies and practices to maintain optimum efficiency. The team is an integral part of the business and comprises 13 people, spread across six teams:

Marketing & Communications, Project Management, HR & Payroll, Information Technology (IT), Compliance, and Administrative Support (including estates planning and Health & Safety).

Working within the Operations Team is varied, diverse and enjoyable, and there is always room for growth and development personally and professionally. We communicate and collaborate with many people across UCLB and UCL, as well as with external organisations and media outlets. We regularly meet for catch-ups where we discuss things outside the remit of work (like coping whilst we have been working from home), which is really important for creating a friendly, successful and supportive working environment.

The Operations Team is exciting and interesting, with no two days the same. The range of talent is diverse as is the remit of each person's role as we all work together to get the job done. We look forward to welcoming a new member to our team!



# People Services Advisor

## **About the opportunity:**

After a year of significant success, which has seen the acquisition of Senceive and Satalia, UCLB are looking to recruit a People Services Advisor to the HR team to provide HR support to staff and managers, including recruitment and selection, HR administration and processing the payroll.

The role is varied and you will have the opportunity to develop new skills, whilst working in a flexible and friendly environment.

## **What you need to have:**

You will have experience of working in either an HR or combined HR/payroll role; have excellent organisation skills and be able to demonstrate meticulous attention to detail along with the ability to develop new ideas and solutions.

You should also be able to work independently and coordinate multiple work streams simultaneously. Experience of working with LinkedIn Recruiter or processing a small payroll is desirable but not essential, as training will be provided.

# What we offer



## Salary

The salary range is £30,000 to £35,000 depending on qualifications and experience. We operate a performance related pay (PRP) scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based.



## Hours of Work and Flexible Working

The normal hours of work are 35 hours per week. Hybrid working applies to this role, we offer you the flexibility to choose where you work with a minimum of two days per week in the office.



## Holidays

We have a generous annual leave entitlement of 25 days a year plus public holidays and a further 6 days leave spread over Christmas and Easter. You can also buy up to an additional 5 days holiday each year.



## Learning and Development

We support continual personal and professional development by supporting in-house and external training and covering the cost of professional subscriptions and memberships.



## Health and Wellbeing

Your wellbeing is important to us. We have Wellbeing Champions, a confidential employee assistance programme, cycle and season ticket loans, fruit in the office, discounted gym memberships and we will pay or the cost of your eye test. In addition, you are able to access voluntary healthcare schemes offered by UCL.



## Pension

We operate two defined benefit pension schemes - SAUL for new employees and USS for any employee joining within one month of leaving the USS scheme.



## Other Benefits

Access to discounts, employee savings scheme, enhanced parental leave pay, summer and Christmas events along with regular social activities.



# Job Description

## Job Purpose:

To provide an efficient and effective service to staff and managers at UCLB, including recruitment and selection, preparing contracts and correspondence, processing payroll, providing support, and training for the integrated HR/Payroll system.

## Key Responsibilities:

### Recruitment

In consultation with the HR & Payroll Manager, undertake the whole recruitment process. This includes the following:

- Place internal and external advertisements for vacant posts on internal and external websites and platforms. Liaise with the company's advertising agency, UCL and recruitment agencies.
- Prepare and publish information packs for candidates.
- Search for candidates using LinkedIn Recruiter in conjunction with the hiring manager.
- Invite candidates to interview and reject unsuccessful candidates using the recruitment module in Cascade.
- Co-ordinate interviews, book meeting rooms, arrange IT equipment and catering, and prepare interview packs for each member of the interview panel.
- Meet and greet candidates for on-site interviews, collecting right to work evidence and supervise tests where required.
- Prepare offer letters and contracts, request references, and arrange induction materials and appointments with colleagues across the business.
- Co-ordinate requests for feedback.

### Payroll

In consultation with the HR & Payroll Manager, process designated payrolls. This includes the following:

- Process changes to employee records, including starters, leavers, maternities and additional payments.

- Prepare payroll schedule and obtain authorisation from the Director of Operations.
- Process the payroll, ensuring figures are reconciled to the payroll schedule.
- Run monthly reports and reconcile HMRC payments and pension payments.
- Send contribution data and member information to company pension schemes.
- Prepare BACS files for payroll and HMRC.
- Process FPS and EPS files.
- Process year-end.

## **HR – Other**

- Assist in the development and maintenance of HR policies and procedures.
- Contribute to HR projects as required.
- Ensure confidentiality and integrity of all HR information in accordance with the companies' General Data Protection (GDPR) policies.
- Ensure employee records on Cascade remain correct and up to date at all times.
- Search the internet for UCLB comparable roles and compile a summary.
- Co-ordinate the Declaration of Interest exercise annually.
- In liaison with the HR & Payroll Manager, ensure compliance with Asylum and Immigration regulations for all staff, including sponsored staff.
- In consultation with the HR & Payroll Manager, update document templates to ensure compliance with employment legislation.
- Compile annual leave statistics at the end of each financial year in line with FRS102 requirements.
- Provide Cascade training and support to existing and new staff.
- Co-ordinate training events in conjunction with the Marketing team.
- Consider and recommend changes to process and procedure to improve efficiency and customer experience.

# Person Specification

## Essential criteria:

- Experience of working in an HR or combined HR/payroll role.
- Excellent organisational skills.
- Comprehensive experience of demonstrating attention to detail.
- Ability to work independently, administering multiple work streams concurrently.
- Appreciation of the importance of confidentiality and experience of maintaining data confidentiality and integrity.
- Proven experience of prioritising own workload.
- Sound problem solving skills, demonstrating a creative approach to developing new ideas and solutions within best practice.
- Excellent numerical skills.
- Experience of drafting formal correspondence.
- Experience of using Microsoft Office including creating Excel formulas.
- Strong interpersonal skills, with the ability to liaise effectively with a wide variety of people at all levels responding appropriately, confidently and sensitively.
- Ability to work collaboratively as well as independently.

## Desirable criteria:

- Experience of co-ordinating recruitment and selection.
- LinkedIn Recruiter experience.
- Experience of using Iris Cascade software.
- Understanding of formatting documents in Adobe Acrobat Pro DC.
- Experience of on-boarding new staff.
- Knowledge and experience of working in the higher education sector.
- Working knowledge of Word Press.
- Willingness to undertake business travel within the UK and abroad if required.
- A flexible approach to tasks and hours of work.

# How to apply

If you would like to apply for the role, please visit the following link:

<https://www.cloudonlinerecruitment.co.uk/uclb/Vacancy.aspx>

Applicants will be shortlisted based on the extent to which they meet the competencies required for the role via their application.

In your application statement you will be expected to succinctly explain how you meet each of the key requirements for this role, giving examples that clearly demonstrate your skills, knowledge and experience.

If you have any questions regarding the application process, please email Michelle Huggins at [jobs@uclb.com](mailto:jobs@uclb.com).

The closing date for applications is 20 July 2022.

Please note we will disregard any applications which do not contain a **completed statement** and **CV**. You are advised to submit your application as soon as possible as we reserve the right to close the advertisement once we have received sufficient applications.

Only shortlisted candidates selected for interview will be contacted on or before 29 July 2022.