

Job statement

HR Assistant (Placement option available)			
Salary band	Assistant x2	Salary	Starting from £22,000 + benefits
Department	Directorate	Work location	Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London
Reports to	HR Officer	Direct reports	None
Role duration	12 months fixed term, offered as full time; open to job share partners; or part time contracts (0.8+)	Last updated	Jun 2022

About the Academy

The Academy of Medical Sciences is the independent, expert voice of biomedical and health research in the UK.

Our vision is good health for all supported by the best research and evidence.

Our mission is to help create an open and progressive research sector to improve the health of people everywhere.

- We support researchers with innovative funding and career development opportunities.
- We help create a more sustainable environment for delivering outstanding research.
- We help researchers to work with academia, the public, charities, policy makers, health and social care partners, and industry to make the greatest difference to health.

Our new strategy for 2022-2032 focusses on the following strategic priorities.

1. Influence policy and practice to improve the lives of patients, the public and communities.

2. Support UK biomedical and health research to strengthen its global competitiveness and reputation.
3. Support the next generation of researchers to reach their full potential.
4. Work with our partners to increase the Academy's impact on global health.
5. Build our resources to ensure our long-term independence and effectiveness.

[You can read more about our strategy 2022-2032 here](#)

Working at the Academy

A welcome from our President, Professor Dame Anne Johnson

The COVID-19 pandemic was without a doubt a defining moment for the Academy. It is for times like this that the Academy was created – and we will be needed more than ever in the coming years to respond effectively to post-pandemic opportunities.

The staff at the Academy excel at bringing together diverse voices to solve complex problems. It is through this approach that we can help solve problems such as limiting the health impacts of climate change, harnessing artificial intelligence to improve health and reducing health inequalities.

With science at the forefront of the UK's aspirations to improve health, international reputation and economy, there couldn't be a better time to join the dedicated staff team working at the Academy.

Our staff

We have grown rapidly in recent years and continue to expand our team and the work they do. We currently have a staff of 70 people; all are guided by the following values:

- We strive for excellence
- We act on evidence
- We behave with integrity
- We collaborate widely
- We are inclusive and actively seek diversity in all forms

We support our staff to be agile, kind and resilient in everything they do.

Our talented and committed staff team who embody our values are one of our key strengths. We put physical and mental wellbeing at the heart of our organisational culture and the way we work.

What you can expect working with us

We are committed to working towards full equality of opportunity in our own organisation, practices and activities, and in the wider academic workforce. [You can see more information on our EDI values, principles, and behaviours here.](#)

We want to ensure diversity of thought and experience in all we do and for our staff to be able to bring every part of themselves to work. We actively encourage and welcome applicants from all backgrounds to help us engage with the diverse community we serve.

We will happily make reasonable adjustments for applicants as needed. Please do specify these at the time of applying. We welcome discussion of different working arrangements and locations with any successful applicant.

Our staff culture is shaped by the message of our [MedSciLife](#) campaign which states that a life outside work is not an extra, but an integral part of who we are. We encourage

different working styles and practices to enable passions and achievements outside work to support individuals' careers.

To enable all staff to find a working pattern that best suits them and the needs of their role, we have agile working principles in place and are investing in hybrid and digital technologies. For those who want it, we provide daily access to desks in our London office Monday to Friday. To support connections in the office, our onsite venue team regularly provide free lunches for staff in our lounge and hot drinks are available in our small staff café.

The role

The Human Resources (HR) function form part of the Directorate function. The function includes this role, a Senior HR Manager, Senior HR Officer, HR Officer and 2x HR Assistants.

The wider Directorate team is responsible for supporting big annual Corporate Events. The team also supports the activities of the Academy's Regional Champions and also provides administrative support to the Executive Director, President, Officers and Senior Leadership Team.

You will be supporting a growing HR team to deliver an efficient and accurate HR administration service across the Academy, ensuring that all HR records are maintained properly. You will have some admin experience which could be easily transferred to working in a HR team. There will be opportunities to grow and develop in the role and get involved in wider cross team working projects.

Key accountabilities

1. Support the HR Officer in managing the recruitment activity. Record diversity information after each recruitment round, ensuring it is available for annual analysis.
2. Manage the new starter admin process, including conducting reference checks, induction meetings, and ensuring line managers follow the induction and probationary procedures.
3. Undertake HR administration including updating the HR employee database (Cezanne), HR spreadsheets, preparing correspondence, and responding to external reference requests.
4. Maintain and update information on staff organogram and numbers of permanent/fixed term posts on monthly basis.
5. Support the HR officer to prepare payroll administration and paperwork.
6. Monitor the sick leave and annual leave processes escalating any potential issues to the HR Officer and Manager as appropriate.
7. Support the HR Officer with any training administration, booking paperwork and support training day coordination.
8. Be the super user of the HR system.
9. Update any changes in the system as and when needed.
10. Support the HR Officer in development work as necessary in Cezanne.

Skills and abilities

- Has the ambition to study towards CIPD level 3 or studying towards.
- Experience of doing admin, within a HR department would be an advantage.
- Some experience of dealing with people at all levels.
- Excellent IT skills, working with databases, experience of HR databases would be an advantage.
- Good literacy and numeracy skills.

Competencies

1. Leadership and People Management

- Confident to have a go and to learn from mistakes.

2. Inclusivity and Integrity

- Happy to listen and consider the views of others.

3. Personal Effectiveness

- Understands the need to prioritise and manage time to achieve tasks.

4. Communication

- Asks relevant questions to clarify understanding.

5. Innovation and Excellence

- Seeks and is open to value-adding improvements for day-to-day processes.

6. Collaboration

- Participates in teams and engages with others effectively.

Benefits and opportunities

Salary progression	<p>We have recently introduced a new salary progression framework.</p> <p>The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews.</p>
Location	<p>Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH.</p> <p>We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face meetings and events.</p> <p>We welcome discussion of different working arrangements and locations with any successful applicant.</p>

Annual leave	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
Pension	The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.
Life assurance	3 x annual gross salary.
Season ticket travel loan interest free	Available to all staff after completion of probationary period.
Family friendly benefits	<ul style="list-style-type: none"> • We offer enhanced maternity and paternity leave and provide coaching for parents returning to work. • We are a family friendly employer and support staff to be present for their families and those they care for through our agile working policy.
Agile working	<p>We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ol style="list-style-type: none"> 1. Open 2. Timely 3. Experimental 4. Connected 5. Respectful 6. Empowered <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
Wellbeing and mental health	<ul style="list-style-type: none"> • Subscription to Headspace and Class pass. • Regular individual, team and organisation wide wellbeing days. • Seasonal staff connection days • Employee assistance programme including financial and wellbeing advice. • Access to free online counselling and CBT • Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health. • Team of staff mental health first aiders
Equity, diversity and inclusion	<ul style="list-style-type: none"> • Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations. • Access to EDI training and development sessions. • Opportunity to join a cross organisation staff EDI Forum, with leads for Disability and Neurodiversity, gender, LGBTQ+ and race.

	<ul style="list-style-type: none">• EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports.• We are also a member of EDIS (the Equality, Diversity and Inclusion in Science and Health Research Network), the Employers Network for Equality & Inclusion and the Proud Science Alliance, a collective of healthcare and life sciences sector LGBTQ+ networks.
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