

People (HR) Administrator

We are looking for an experienced People Administrator to join our team on a permanent basis. This role offers a great opportunity to join a small busy team providing an excellent administrative service to support the People and Governance team and Bristol SU as a whole.

Reporting directly to the People Manager, this is a dual-administration role, which requires a candidate to be confident and willing to handle both general, and payroll-related administration, for which full training will be provided. For clarity, the payroll administration aspect of the role does not involve any specialist payroll processing, the requirement is to collate basic payroll-related information accurately from within our people systems to send on to a payroll provider for processing.

The role requires an individual with excellent attention to detail, good communication, sound time management skills, as well as having an approachable, flexible and can-do attitude to work. Strong skills in basic Excel are also required for the role. We are seeking an experienced Administrator who is self-motivated, highly organised and who, once trained, will work on their own initiative. Being a dual role carrying out both people and payroll admin, the successful candidate will need to be confident to multitask and prioritise on a regular basis.

We support hybrid working, and this role requires at least 3 days per week in the office due to the nature of the role.

What's the job?

Role: People (HR) Administrator

Hours: Full-Time (5 days per week) with at least 3 days working in the office

Salary: £25,113 per annum. The starting salary for this role is £25,113. The Grade salary range for this role is divided over a number of spine points. The Grade salary range is £24,500 - £35,228 and pay can progress annually through the band in line with our pay and reward policy.

Preferred start date: Monday 13 October 2025

Contract: Permanent

Closing date: Monday 8 September 2025, 10am

Who are we?

Part business, part charity, part membership body – Bristol SU is a seriously fun place to work. Our professional staff do something extraordinary every day: we support student leaders to give people a voice in their education, help people get the most out of their student experience and help people make the change they want in the world. We have over 26,000 members, 400 clubs and societies, a diverse range of professional services, and an innovative strategy that will help to create an inclusive and supportive University community.

What will you bring?

- You will have a keen interest in People (Human Resources).
- You will have experience of working in a busy and varied administrative role, balancing a range of tasks.
- You'll have excellent attention to detail and experience of, or a keenness for, payroll-related administration.
- You will be great at working on your own initiative, picking up processes quickly and knowing when to make decisions and when to escalate.
- You'll be able to build good working relationships with colleagues.

Why apply?

Because you're excited to make a difference!

We offer lots of great benefits including enhanced pay for parents taking maternity, adoption or shared parental leave, a competitive salary for the non-profit sector, a generous pension scheme and at least 40 days' holiday. We're committed to helping you achieve a healthy work-life balance through flexible working and are open to considering requests for part-time working. We provide professional training so that whatever your chosen field of work, with the right mix of challenge and support, you'll gain fantastic experience, and room to develop and advance your career.

We are proud to have been recognised through numerous accreditations and awards that demonstrate our commitment to creating a positive and supportive culture. We have appeared in the Inclusive Companies top 100 list and have won a number



of awards for our commitment to diversity, including best Students' Union. We also won a Third Sector Excellence Award at the 2018 Investors in People Awards. No wonder 87% of our employees would recommend Bristol SU as a great place to work!

Equality, Diversity and Inclusion are central to life at Bristol SU. We approach our work with positivity and celebrate our diverse and unique communities. Our people are proud of our values and care about creating diverse and supportive communities that are inclusive of age, disability, gender, identity, race, religion, sexual orientation and experience.

Bristol SU strives to have an inclusive culture and an environment for all, underpinned by respect and compassion, where everyone feels welcomed, included, supported, valued and safe. Bristol SU recognises that candidates from some backgrounds/ identities may face additional barriers throughout their careers and when applying for new roles across the sector. We are committed to taking positive action to expand the diversity of our staff team by offering two guaranteed interview schemes – a scheme for people of colour and a scheme for disabled people.

Be yourself, be proud of the work you do and build a career in a place that knows different is good.

Key dates

- Closing Date: 10am Monday 8 September
- Shortlisting: From Tuesday 9 September
- Interviews: Tuesday 16 September (Afternoon) and Thursday 18 September (All Day)

Please visit our website to download our Applicant pack for more information before submitting your application.

If you'd like to discuss the role, or have any questions, please contact the recruiting Manager, Sabrina Streete, on sabrina.streete@bristol.ac.uk

To apply, please click 'apply now' and ensure you provide the relevant information as detailed in the Applicant Pack.