

# C:\Users\RPower\Desktop\NEW HC logo full colour.jpg

# Personnel Administrator

**Job Description**

|  |  |
| --- | --- |
| **Responsible to:** | Personnel Team Leader |
| **Line Manager:** | Personnel Team Leader |
| **Contacts:** | College Staff, General Public, College Stakeholders, Government Agencies |
| **Job Purpose:** | Working flexibility as part of a team providing exceptional administration skills supporting the recruitment process and other key operational functions for Halesowen College and its subsidiary company, Halesowen College Enterprises ltd. |
| **Hours:** | 37 hours per week (full time). Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours. |
| **Salary:** | £20,739.87 - £21,550.17 per annum (Grade D) |
| **Annual Leave:** | The leave year runs from 1 September to 31 August21 days and after 5 years 26 days8 days Bank Holiday and 5 days for College Closure |
| **Pension:** | West Midlands Pension Fund and our employer contribution is 16.8%Employee contributions depend on your annual salary see:<https://www.wmpfonline.com/members> |
| **Benefits:** | <https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1> |

**Duties and Responsibilities**

* To be main point of contact for the recruitment and selection process. This includes responsibility for collation of job descriptions and person specifications, posting of adverts on internal and external sites, organising the selection process, taking care of the interview arrangements on the day, ensuring sufficient copies of documentation are in place for panels and supporting managers requirements.
* To ensure all recruitment related documentation (both paper and electronic) are stored logically and within the requirements of the data protection policy.
* Initiating and tracking paperwork relating to employee absence, this includes recording of absences on Civica HR system.
* Inputting of data onto HR systems to an exceptional standard, this also includes the scanning of documentation and other relevant paperwork.
* Administration of maternity and paternity policies including meeting with employees to discuss entitlements, administration of letters and liaison with payroll.
* Responsibility to oversee the Occupational Health process including the booking of appointments, managing the diary and ensuring the nurse has the relevant referrals prior to the appointment.
* Advising new starters on Disclosure and Barring Service checks and to verify supporting documents and ID via the online Disclosure and Baring Service (DBS) portal. Keep up to date with the DBS rules and regulations.
* Supporting the Personnel Team Leader in ensuring resignations, retirements and dismissals are processed accurately and timely and providing a good leaving experience.
* Liaising with the payroll team to ensure starter, leavers and contractual changes processed as appropriate.
* Involvement with HR data audit and cleansing.
* Providing generalist administration support to the HR team through answering incoming HR calls, acting as a liaison point for staff queries, following through day to day changes by updating systems.
* Providing basic advice on employment terms and conditions, policies and procedures.
* To maintain GDPR compliance at all times.
* Any other duties commensurate with the level of the post that may be required from time to time.

**Under DBS legislation and guidelines this is a regulated activity.**

Any other duties, which may from time to time, be required and which are commensurate with the skills experience and grade of the post holder.

**Disclosure and Barring Service Check**

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check with both Children’s and Adult’s barred list information requested.  Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

**Applicants are requested to write a letter of application outlining experience, skills, and abilities in relation to the person specification.**

**Data Protection**

You are required to meet the specifications of the College’s Data Protection Policy as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

**Harassment and Discrimination**

You have a duty not to discriminate against or harass colleagues, contractors, students, parents, guardians or potential students or other College visitors, by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

**Safeguarding and Staff Code of Conduct**

You have a duty to abide by the Staff Code of Conduct and Safeguarding Policy.

**Health and Safety**

The College and its employees have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the College Health and Safety Policy.

Other information for job holders/applicants:

To prevent abuse and implement good practice Halesowen College ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.

**Safeguarding**
Halesowen College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
Successful applicants will be subject to an enhanced Disclosure and Barring check.

**Equality and Diversity**

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities.

We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies that includes **F**airness, **R**espect, **E**quality, **D**iversity, **I**nclusion and **E**ngagement. It is expected that all members of staff on appointment are committed to and include these principles in their work.

More information on our Equality and Diversity policy can be found at <https://www.halesowen.ac.uk/about/equality-diversity/>

**Childcare Facilities**

There is a day Nursery on the Whittingham Road campus for babies from 12 weeks and children aged 2 to 5 years. It is open 8.00 am to 5.30 pm Monday to Thursday and 8.30 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7677.

It is registered at present for 29 children in the early year’s age range. The baby room caters for 9 babies.

**Information Technology**

The College has approximately 2,600 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long and short term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

**Smoking**

Halesowen College is a designated smoke-free environment within the perimeter of all College property by order of the College Governors. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Campus**

The College has three sites, Whittingham Road, Shenstone House and Coombs Wood. Staff can be asked to be based at and/or work across all campuses.

**Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.**

