

Graduate Trainee (People Team)

ROLE OVERVIEW

Job Title: Graduate Trainee (HR)

Grade: EC4 SP20

Contact hours: 37 per week (1FTE)

Contract: Permanent

Department: People

Responsible to: People Business Partner

Functional links with: Head of People Ops, People Coordinator / Officers, All College Staff

Key Role Objectives

As a foundation for future progression, gain a thorough grounding in all operational aspects of HR, providing an efficient, proactive, confidential and customer focused service to the People Team and wider College. Work collaboratively with team members to do this, always looking for improvements.

Take on additional projects and responsibility as and when appropriate, driving your own development at a suitable rate, centred around case management of less complex cases, recruitment, policy development, report writing, and process improvements.

Main Duties

1. Carry out general People Team administration duties.
2. Administer and support the online recruitment and selection process.
3. Support the People function in administering processes to support the employee experience.
4. Prepare payroll information and ensure data is submitted in accordance with monthly deadlines.
5. Provide basic HR advice to managers and staff on a range of issues e.g. policy, recruitment, performance, attendance, pay and benefits.

1. Carry out general People administration duties

- 1.1 Be an informative and responsive first point of contact for day-to-day queries, both from internal and external customers.
- 1.2 Maintain filing systems, updating manual and computerised files on a timely basis and removing information as required.
- 1.3 Take minutes at meetings including disciplinary hearings as required.
- 1.4 Amend and update job descriptions and adverts as required.
- 1.5 Ensure the People function is compliant with relevant regulations, including data protection and safer recruitment.

2. Administer and facilitate online recruitment and selection processes

- 2.1 Advertise approved appointments both internally and externally in an appropriate and timely manner, ensuring associated documents (e.g. job description, person specification) are up to date.

2.2 Proactively review live vacancies to provide updates to the People / HR Business Partners / Senior Advisor and managers to ensure roles are being promoted effectively within the current job market. Respond to applicant queries via phone and email.

2.3 Ensure the online recruitment process is administered effectively and any technical problems dealt with promptly or referred on where necessary.

2.4 Provide managers with candidate information for shortlisting in a timely manner and ensure interview invites and reference requests are issued promptly.

2.5 Organise selection days, booking rooms, refreshments, etc as required.

2.6 Assist as required on selection days, meeting and greeting candidates and supervising administrative tests.

2.7 Participate as an interview panel member in selection processes for identified roles and work in conjunction with the recruiting manager to ensure candidates are advised of the outcome of their interview and given feedback as appropriate.

2.8 Produce offer letters and contracts for signature.

2.9 Ensure all pre-employment and safeguarding checks are carried out fully, including DBS disclosures and references requests, referring any concerns to the relevant People team member in a timely manner.

2.10 Act as a main point of contact for successful candidates during employment checks, giving regular updates and providing 'Welcome' information and advice.

2.11 Retain and destroy any recruitment documentation in line with legislative requirements.

2.12 Ensure all new starters have a complete electronic personal file on People First, including a complete Single Central Record.

2.13 Issue appropriate appointment documents to new casual/part time lecturers/employees/workers as appropriate within the required timescales.

3. Support the People function in administering processes to support the employee experience

3.1 To complete the administration of the pay processes for staff, ensuring all information for payroll is submitted accurately and timely.

3.2 To prepare all letters and contracts for signature and manage all administration around the employee experience (i.e. variation to roles, resignation).

3.3 Ensure self-certificates/medical certificates are received as appropriate and People First updated accordingly.

3.4 Ensure that People/HR Business Partner/Senior People Advisor and Occupational Health are aware of any long term sickness absences.

3.5 Ensure Payroll is informed of any unpaid absence and that appropriate paperwork is completed as required.

3.6 Run the monthly reports on sickness absence levels.

4. Maintain and update the People First system

4.1 Update the appropriate month payroll listing with any changes made

4.2 Update staff training records and enter qualifications when provided with photocopies of certificates.

4.3 Produce reports as requested.

5. Projects/allocated responsibilities

5.1 Support the People function with key projects.

5.2 Responsibility for allocated areas (e.g. facilitate induction, monthly payroll reports, staff development)

5.3 Support the People function to improve our systems, processes, and our use of technology in our work.

Specific Duties

1. Carry out the above duties for the College faculties/departments as required.
2. Provide first line administration support to staff and managers on policies and procedures.

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Commitment to Equal Opportunities.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: Nov 2024

Person Specification

Graduate Trainee (People Team)

Assessment Criteria

Key - Evaluated on application form (A) and/or interview (I). Please ensure you give examples of how you meet essential and desirable criteria on your application form. The information you provide will be viewed by the shortlisting manager. Thank you.

Essential

- Excellent degree from a high ranked university (A)
- Excellent A level and GCSE (or equivalent) results (A)
- Ability to ask questions to understand problems or issues (A)
- Ability to build positive working relationships with colleagues and customers (A)
- Enthusiasm, energy and drive (I)
- A focus on solutions, not problems (I)
- Passion for learning – commitment to self-development (A/I)
- Use of Microsoft Word and Excel (I)
- Previous administrative experience (A)
- Willingness to help others (I)
- Ability to take responsibility for work (I)
- Ability to show sensitivity, tact and respect to others (I)
- Ability to talk to people from all backgrounds and all levels (I)
- Able to respond positively to challenge and criticism (I)
- Accuracy and attention to detail (I)
- Ability to handle personal information professionally and confidentially (I)
- Very organised and able to prioritise (I)
- Excellent written English, with few errors and a logical structure (A/I)

Desirable

- Knowledge of Office 365 (Microsoft Outlook, OneDrive, Teams) (A/I)
- Previous HR experience (A)
- CIPD Level 3 qualification (A)

Mandatory Requirements

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults (I)
- Commitment to equity and diversity (I)

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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 **AMBITION**

 **COLLABORATION**

 **ENERGY**

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