

JOB DESCRIPTION

TITLE: Human Resources Administrator

GRADE: Scale 5

RESPONSIBLE TO: Deputy Group Director Human Resources

PURPOSE OF JOB:

- To coordinate and carry out all the recruitment administration
- To provide administrative support to the HR team and HR Group Director

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other support staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

3. Particular to the Post:

- 3.1 To coordinate and carry out all the recruitment administration for temporary and permanent staff including sitting on interview panels when appropriate;
- 3.2 To carry out all employment checks for temporary and permanent staff and progress chase where necessary, including countersigning DBS application forms, checking qualifications and references;
- 3.3 To provide general administrative support to the HR team and Director of HR, for example; distributing post, booking rooms, hospitality, typing and photocopying documentation;
- 3.4 To issue contracts, annual leave entitlement etc. to new employees.
- 3.4 To assist with inputting and maintenance of data in the HR Information System (currently iTrent) e.g. recruitment, sickness, personal data, qualifications and chasing managers and staff as appropriate;
- 3.5 To maintain the Single Central register and chase up any outstanding Disclosure and Barring Certificates;
- 3.6 To maintain training records for staff and chase up none compliance with staff, managers and where appropriate contractors;
- 3.7 To enter sickness absences into the HR database and make HR Advisers aware of any trends where appropriate;
- 3.8 To deal with general enquiries, giving basic advice as appropriate and providing contractual information and advice on policies and procedures, by telephone, email, fax, in person or by post;
- 3.9 To make all arrangements for new staff including setting up new files, carrying out initial induction and liaising with managers regarding induction, issuing passes and arranging welcome message;
- 3.10 To carry out administration duties as necessary for example filing, ordering stationery and other equipment;

- 3.11 To assist the HR Coordinators with administration duties as necessary, for example sending out leave cards, completing references.
- 3.12 To assist the HR Team and Group Director of HR with administration of projects where necessary;
- 3.13 To contribute to the day-to-day operation of the Human Resources department as required.

4. Person Specification:

- 4.1 Good IT skills and familiarisation with the MS Office Suite of packages;
- 4.2 Experience of working in a HR department and using HR databases such as Itrent;
- 4.3 Evidence of the ability to organise, prioritise and schedule work to meet tight deadlines;
- 4.4 The ability to input high volumes of data ensuring accuracy and consistency at all times;
- 4.5 The ability to work confidentially in an administrative role;
- 4.6 Excellent verbal and written communication skills and evidence of the ability to communicate with a variety of clients including staff, managers, external agencies and members of the public;
- 4.7 Demonstrated ability to work well as part of a team, on own initiative and with a minimum supervision;
- 4.8 An understanding of, and commitment to, Equality and Diversity policies and practical ideas for their implementation in this post
- 4.9 An understanding of Safeguarding and practical ideas for its implementation in this post.

Additional Information:

Hours of work: 35 hours per week - all year round. Routine fixed daily start and finish times between 08:30 and 21:00 by agreement.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

