

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	People & Culture Assistant
<b>GRADE:</b>	£20,654 - £22,474 (SP 18 – 21) per annum
<b>RESPONSIBLE TO:</b>	People & Culture Manager
<b>RESPONSIBLE FOR:</b>	At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety legislation.
<b>WORK ARRANGEMENTS:</b>	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

## **PURPOSE OF THE POST**

The post holder will:

Undertake the recruitment administration for vacancies within the College including pre-employment checks.

To undertake the DBS administration and be a point of contact for queries.

Provide administrative support and generally assist with the day to day tasks of the People & Culture Department.

To cover reception and deal with general queries in the department.

To ensure databases and other computerised records are kept up-to-date.

## **DUTIES AND RESPONSIBILITIES**

1. Contribute to the development of the People & Culture team by attending and participating in team meetings in order to support the work of the team in meeting its quality standards, targets and business objectives
2. Undertake general clerical duties in the Department, including photocopying, sorting incoming mail and preparing outgoing mail etc.
3. Assist in the efficient running of the department by being aware of the duties performed by other members of the team, to answer telephones of colleagues and take messages accordingly.
4. Provide confidential typing support for the department, including reports, correspondence, file notes etc.
5. Assist in preparing adverts and timetables for vacancies

6. To oversee the applications process and ensure that shortlisting is completed by appropriate managers timely and arrange interviews and initiate appropriate correspondence with candidates
7. Prepare and attach all relevant documentation to the computerised recruitment system.
8. Arrange all pre-employment checks to be completed in a timely manner, including references, DBS checks, right to work documentation and medical reports.
9. To administer and be the main point of contact for all DBS checks for staff and maintain an up to date record both computerised and manually. Chase outstanding DBS applications as required.
10. Take ownership and responsibility for timely uploading of personal information into the college's database to facilitate pay as part of the on-boarding process
11. Be responsible for the delivery of the First Day Induction as part of the on-boarding process
12. Produce accurate and timely reports and respond to requests by managers for information which may require the ability to produce ad-hoc reports.
13. Ensure the department has sufficient supplies of stationery, which are used on a regular basis.
14. Assist all personal information held in personal files are accurate and up-to-date.
15. Keep an up-to-date register and assist with administration associated with hourly paid staff.
16. Support other members of the team and provide cover when required.
17. Carry out duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health & Safety legislation.
18. Undertake any other duties as requested by the People & Culture Manager

## **GENERAL**

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

## Person Specification

<b>Post:</b>	People & Culture Assistant	<b>Department:</b>	Human Resources
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### Key Requirements:

	Essential/ Desirable	Assessed
<b>Qualifications:</b>		
NVQ Level 2 or equivalent to include English and Maths	<b>E</b>	<b>A/T</b>
Certificate in Personnel Practice (or equivalent) or willingness to work towards	<b>D</b>	<b>A</b>
Administrative or secretarial related qualifications or evidence in the ability to use Microsoft Office Word, Excel and Powerpoint	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Comprehensive knowledge of the English language	<b>E</b>	<b>A/I/T</b>
Able to work on own initiative	<b>E</b>	<b>A/I</b>
Experience of working within an office function	<b>D</b>	<b>A/I</b>
Experience of processing pre-employment checks, including references, DBS checks, right to work documentation and medical reports	<b>D</b>	<b>A/I</b>
Ability to evidence accurate data inputting	<b>D</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Highly computer literate with experience of Microsoft Office (including Excel and PowerPoint)	<b>E</b>	<b>A/I/T</b>
Excellent written and communication skills	<b>E</b>	<b>A/I/T</b>
Close attention to detail	<b>E</b>	<b>A/I/T</b>
Well organised	<b>E</b>	<b>A/I/T</b>
Able to plan and prioritise own workloads	<b>E</b>	<b>A</b>
Knowledge of administering databases	<b>D</b>	<b>A/I</b>
<b>Qualities:</b>		
Confident and approachable	<b>E</b>	<b>I</b>
Methodical	<b>E</b>	<b>A/I</b>
Committed and reliable	<b>E</b>	<b>I</b>
Flexible approach to work	<b>E</b>	<b>A/I</b>
Team Player	<b>E</b>	<b>A/I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Proof of the right to work in the UK	<b>E</b>	<b>A</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential      D = Desirable      A = Application      I = Interview      T = Test**

<b>Produced by:</b>	J Butler	<b>Date Produced:</b>	July 2022
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