

## JOB DESCRIPTION

**Post:** Human Resources Associate

**Responsible to:** Head of People

**Salary:** £33,635 per annum  
Fixed Term (Mat Cover)

Full Time, 37 Hours per week

**Conditions of Service:** Truro & Penwith College Conditions of Service

**Main Purpose of Job:** The HR Associate will provide key support to Heads of Faculty and college leaders in HR and recruitment-related matters, including compliance with employment law, ensuring efficient and effective HR processes and a positive workplace environment.

### Key responsibilities include:

- Supporting the College to maintain an efficient and effective workforce.
- Delivering advice, guidance, and professional support to employees and managers throughout the employee lifecycle.
- Acting as first-line support for employee relations matters, including managing absences, capability issues, disciplinary actions, and grievances.
- Coordinating recruitment processes and supporting the implementation of HR policies and practices.
- Proactively managing HR administrative tasks and maintaining up-to-date employee records.
- Ensuring the Single Central Record data remains accurate and current at all times.
- Providing generalist HR guidance with a focus on continuous improvement.
- Assisting in the review and development of HR policies and procedures.

## Specific Duties:

### Recruitment and Staffing Support

- Manage the full recruitment lifecycle, including recruitment, application screening, shortlisting, interviews, and onboarding of new staff.
- Coordinate interview schedules and facilitate smooth onboarding processes, including contracts, induction schedules, and introductory materials.
- Maintain recruitment tracking systems and ensure accurate data entry.
- Support managers during vacancy authorisations and recruitment, ensuring cost-effective and efficient hiring practices.

### HR Administration and Record Keeping

- Support the effectiveness and efficiency of the College HR system.
- Maintain up-to-date personnel files and HR records for academic and non-academic staff.
- Ensure HR documentation complies with legal and organisational standards, including compliance with the Single Central Record.
- Support preparation and submission of regular HR reports, such as headcount, turnover, and recruitment statistics.
- Administer contracts, payroll changes, and recruitment processes.

### Employee Relations

- Act as first-line support for employee relations matters, including short and long-term sickness absence, disciplinary investigations, and grievances.
- Provide guidance and support on HR policies and procedures, addressing day-to-day HR issues effectively.
- Maintain confidential records of employee performance, grievances, and disciplinary actions.

### Employee Engagement and Welfare

- Assist in delivering and promoting staff wellbeing initiatives and benefits.
- Support the DSE Assessment process and address general staff welfare concerns.

### HR Policy and Compliance Support

- Assist in reviewing and updating HR policies and procedures to ensure compliance with employment law and organisational standards.
- Support audits and reviews of HR practices to maintain consistency and compliance.

### HR Projects and Initiatives

- Contribute to implementing HR projects aimed at improving employee engagement and operational efficiency.
- Develop and distribute communication materials related to HR programs and updates.

### Reporting and Analytics

- Generate and analyse reports on recruitment activity, staff turnover, and other HR metrics.
- Monitor trends and provide insights to inform decision-making.

**General Requirements:** As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

To be responsible for promoting equality and diversity in line with college procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To always maintain the highest standards of professional behaviour (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College promotional and marketing activities including student welfare and support services.

The safe and appropriate use of college equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff development activities and general college developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### HUMAN RESOURCES ASSOCIATE

Ideally, the person appointed will have the following skills and experience:

#### Essential Skills and Qualifications:

- CIPD Level 5 Associate Diploma in People Management (or willingness to work towards).
- CIPD Level 3 Foundation Certificate in People Practice
- Minimum 3 years' experience in HR, recruitment and employee relations.
- English and Maths Qualification (minimum Level 2).
- Excellent interpersonal, communication, and organisational skills.
- Proficiency in HR software systems, Microsoft Office, and relevant tools.
- Strong understanding of employment law and HR compliance.
- Demonstrable interpersonal and communication skills.
- Demonstrable organisation skills and the ability to prioritise own workload.
- Ability to work collaboratively with others and as part of a team.

#### Desirable:

- Experience of working in an HR capacity within an educational setting, with an understanding of the specific challenges and frameworks of the FE sector (highly desirable).
- Familiarity with employee relations casework, including disciplinary actions and grievances.
- Ability to manage multiple priorities in a dynamic environment.

The College is committed to creating a supportive, inclusive environment for staff and students, ensuring equal opportunities and promoting diversity.

The College is registered with the Disclosure and Barring Service, and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.