

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	HR Assistant
Responsible To:	Assistant Director – Human Resources
Department:	Human Resources
Salary Grade:	Grade D

JOB ROLE

To provide an effective and efficient administration service to the HR team with responsibility for ensuring compliance in respect of recruitment and selection, training, pensions & basic employee relations.

KEY DUTIES

No	Description of Duties
1	Process vacancy/ amendment to contract forms whilst checking for accuracy and ensure that all information is completed prior to sending for approval.
2	Create & place advertisements for approved roles on our ATS & in the relevant advertising media. Ensure that orders are raised on the finance portal for invoicing
3	Liaise with external agencies on fee placement ensuring the most cost-effective rates are secured. Co-ordinate any CVs received in relation to recruitment via agencies.
4	Manage the short listing, interviewing and offer process for candidates, up to and including the point of offer whilst ensuring the recruiting manager is updated on progress at all stages of the process.
5	Be the point of contact for all new starters and administer all new starter documents; offer letters, contracts, joining instructions, on-going communication, up to the point of commencement.
6	Maintain the Single Central Register ensuring all new starter information is received prior to commencement and recorded without delay. Any gaps in the register are chased with the required timescales and evidence to support this is maintained.
7	Ensure that hard copy and electronic personal files are kept up to date and are compliant with all legal and internal requirements.
8	Liaise with payroll team for starters/leavers and changes and ensure that all payroll related issues are recorded on the monthly payroll log in time for the monthly payroll deadline.
9	Monitor completion of probation and appraisal reviews and escalate to HR Advisor or Assistant Director if required.
10	Maintain all HR systems, ensuring accuracy and consistency.
11	Produce letters using templates provided and ad hoc when required.

12	Provide and report management information e.g. sickness absence data, equality data, turnover/headcount reporting, appraisals and probations etc. for use within the department and above.
13	Process and manage all pension administration to include being the point of contact internally for the pension providers.
14	Assist with the planning and organisation of staff training both internally & externally. Ensuring authorisation has been agreed prior to training taking place.
15	Ensure all training is recorded accurately on the relevant system and evaluation surveys circulated to attendees post training.
16	Support line managers in dealing with staff absence issues, maintain accurate and up to date records, ensure fit notes are received and entered correctly.
17	Support the HR team in the administration associated with any employee relations issues and any HR projects.
18	Provide basic advice to staff and managers on HR issues. This includes relevant College policies and procedures, best practice and precedent.
19	To maintain an up to date understanding and appreciation of basic employment law and HR best practice.
20	To respond to ad hoc requests across college within agreed timescale.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: HR Assistant

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria	Essential	Desirable
1. Qualifications		
1.1 CIPD qualified or willing to work towards this (minimum Level 3)	√	
1.2 English and Maths Qualification (minimum Level 2)	√	
2. Experience		
2.1 Previous experience in a HR role, including recruitment	√	
2.2 Experience of scheduling interviews	√	
2.3 Experience of working in a fast past environment	√	
2.4 Experience of organising & booking training		√
2.5 Experience of dealing with employee queries face to face, via e-mail and over the phone	√	
2.6 Experience of dealing with pensions		√
3. Skills/Abilities		
3.1 Ability to build good working relationships with staff and managers	√	
3.2 Demonstrable interpersonal and communication skills	√	
3.3 Ability to effectively prioritise and organise your own workload whilst factoring in external short-term influences	√	
3.4 Ability to work cooperatively with others and as part of a team	√	
3.5 High attention to detail	√	
3.6 Ability to work autonomously, with some supervision	√	
3.7 Ability to maintain confidentiality and deal with situations in a sensitive manner	√	
3.8 Able to concentrate with frequent interruptions and where work is unpredictable, e.g. constant phone calls requesting updates and advice	√	

4. Qualities		
4.1	To work flexibly to meet the needs of the college	√
4.2	Hold a valid driving license and have access to a personal vehicle	√
4.3	Understanding and commitment to the safeguarding of our students	√