Job Description

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| Job Title: | **Human Resources Assistant** |
| Grade: | **4/5 £16,776 - £20,595** |
| Responsible to:  Main Location: | **HR Advisor**  **Sparsholt campus** |

**Introduction**

The College Group’s Vision and Values are embodied in the following statements:

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College.

What Will I Be Doing? (Contribution Statement)

You will provide a quality customer focused administrative support to the Human Resource Service with a specific focus on the day to day transactional processes related to staff recruitment.

You will be flexible and adaptable in working with all members of the HR team in order to provide an efficient and effective HR service for applicants, staff and managers.

You will be one of the initial main points of contact for general first line advice and enquiries on college HR policies and procedures and administrative matters.

Main Duties and Responsibilities

1. To co-ordinate the recruitment and selection of staff in accordance within agreed College Group policies and procedures, providing advice and guidance to managers as required.

2. Place advertisements, upload job boards and liaise with recruitment agencies as appropriate.

3. Ensuring the accurate and timely input of applicant details onto the HR database.

4. Liaising with applicants inviting them for interview, raising interview invite letters and participating in the administration of recruitment ability testing.

5. Maintaining databases on applicants, staff or non- staff (e.g. starters and leavers, DBS log, non-paid database)

6. Ensure that new starter’s pre-employment checks documentation has been requested and received and where appropriate brought to the attention of the HR Advisor/ HR Manager. This will include pre-employment medical questionnaires, references, DBS disclosures.

7. Prepare offer letters/contractual documentation for all new staff and written amendments for current staff for authorisation. Raising payroll documentation for approval as required.

8. To make up personal staff files and undertake filing. Maintaining electronic personnel files.

9. To be involved with supporting/administering the following processes, including but not limited to:

* Probation
* Performance Management
* Induction
* Exit Interviews
* Maintaining DBS log
* Unpaid Database (e.g. volunteers, agency staff, self-employed)

Notifying the relevant individual(s) in a timely manner, providing information as appropriate and reporting/recording/filing outcomes as required including providing the HR Manager with specific information as required.

10. Ensuring that all new members of staff are issued with an ID card and induction pack and that their manager is issued with pre-start induction information.

11. Deal with first line enquiries from managers and staff on the interpretation and application of current employment law, conditions of service and Sparsholt College Group HR policies and procedures. Referring as appropriate.

12. To participate in an effective communication and response service providing support to staff and management on issues relating to Human Resources/Payroll within your level of competence, escalating any query for action as required.

13. To provide support to other members of the HR Service during periods of absence as appropriate.

14. Undertake general word processing as required in relation to HR administration, including general letters and other documents.

15. Carry out: post distribution, photocopying, filing and archiving as appropriate.

16. Ensure levels of office resources are monitored and maintained e.g. personnel forms, pension documentation and general stationery.

**Other duties**

1. Maintain and develop effective communication, liaison and relationships with all staff.

2. Participate in appropriate cross College groups and committees.

3. To participate in the appraisal process

4. Undertake, and deliver, appropriate staff development and training

5. To comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others

6. Ensure compliance with and implementation of all College Group policies and procedures in respect of Equality and Diversity and pursue the achievement and integration of Equality and Diversity throughout all the College’s activities

7. Assist the College Group in its compliance with Data Protection, Freedom of Information, Computer Misuse, copyright and information retention legislation

8. Ensure compliance with and implementation of all College Group policies and procedures in respect of Safeguarding Legislation

9. The post holder will provide services across all College Group sites therefore travelling and working away from normal base will be required from time to time.

10. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually with the HR Manager through the appraisal scheme

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| Job description prepared | Date : |  |
| Agreed by Job Holder | Date : |  |
| Approved by HR Manager | Date : |  |
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Notes:

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.

Last reviewed: May 2016

# Person Specification/Competency Profile

**Human Resources Assistant**

***When completing you application form please evidence how you fully meet each of the essential criteria***

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| **skills and core competencies** | How Measured |
| **Technical competency and knowledge (qualifications and training)**   1. Good general education including GCSE Maths & English at Grade C or above or equivalent qualification **(E)** 2. Certificate in Personnel Practice **(D)** | Qualification certificates  Job related training certificates/CPD log |
| **Experience, knowledge and judgement**  1. Experience of working in an environment where the emphasis is on the production of detailed, timely and accurate information.**(E)**  2. Competence in the use of computerised information systems and other appropriate technology. Knowledge of the Microsoft Office Suite including: Word, Excel and Outlook **(E)**  3. Knows when and where to use judgement, and when and where to seek help or appropriate guidance. **(E)**  4. Takes appropriate and relevant information into account before making decisions **(E)**  5. Experience of using a computerised HR system **(D)** | Application, Interview  Application, Interview  Interview  Interview  Application form/Interview |
| Personal qualities, communicating and relating to others.   1. Self motivated Positive thinking and a ‘can-do’ attitude. **(E)** 2. Strong customer focus **(E)** 3. Able to communicate effectively verbally and in written form. **(E)** 4. Maintains and develops effective communication, liaison and relationships 5. Track record of managing and prioritising a substantial workload and meeting deadlines **(E)** | Written and verbal communication skills assessed through application form and interview.  Application, interview, presentation  Application, interview  Interview |
| **Leading, relating to, and developing others**   1. Establishes and maintains effective working relationships with colleagues at all levels. **(E)** 2. Commitment to Equality and Diversity and awareness of relevant legislation.**(E)** | Application, interview, references  Application, interview, references |
| **Other**   1. Ability and willingness to work flexibly (evening, weekend) to meet the needs of the College Group and to work at any college campus as required, **(E)** | Interview |