Job Description & Person Specification

Title of Post:	Human Resources (HR) Administrator
RESPONSIBLE TO:	Recruitment Manager
GRADE:	Scale 5 - Spines Points 19-22
LOCATION:	Cross all UCG Sites

JOB SUMMARY

In the context of the College's commitment to providing high standards of further education and training for all students, to be responsible for providing administrative support to the HR service.

DUTIES & RESPONSIBILITIES:

1. To handle requests for application packs in response to advertisements including responding to all applicants' requests via email, telephone and in person.

2. To prepare recruitment/application packs in liaison with the Head of HR and HR Advisers, arrange for sufficient copies of recruitment packs to be available as and when needed, and to send out application packs to applicants.

3. To process applications after closing dates, including, equal opportunity monitoring and organising documentation for short listing.

4. To administer interview arrangements, for example, contacting shortlisted candidates, preparing interview schedules, invitation to interview letters, and information/interview packs for the panel prior to the interview.

5. To respond to speculative enquiries for jobs using standard letters and email.

6. To provide secretarial and administrative support to the HR Team, including taking minutes, organising meetings, taking messages (email and over the phone), sorting post, filing, updating reference manuals etc.

7. Dealing with incoming and outgoing post – ensuring incoming post is stamped and distributed promptly and organising internal and external outgoing post/correspondence including urgent mail and courier correspondence.

8. To support the HR Advisers in the review of management information reports, to communicate with managers and staff as required to take relevant action. Escalating matters as required. Reports include:

   (a) Probation reports
   (b) Staff Personal Information Reports
   (c) DBS rechecks
   (d) New Starter Checklist Completion
   (e) End of contract extensions

9. To ensure the College complies with its obligations in terms of all checks relating to the Single Central Record including Enhanced Disclosure and Barring checks, and that iTrent records are up to date at all times.

10. To assist the HR team in producing and maintaining up to date libraries of forms, policies and procedures, and job descriptions, ensuring sufficient copies are available as required.

12. To operate to set quality standards within HR, ensuring that a quality service is provided in line with United College's Group's Strategic Plan.

13. To produce information for reports and statistical returns as directed the Head of HR.

16. To participate in devising administrative systems to support the work of the HR team including work associated with in-house training courses, staff inductions, Investors in People (IIP) and staff individual performance reviews (IPRs).

17. To be responsible for ensuring that adequate stocks of stationary and supplies are maintained and re-ordered as needed.

18. Maintain confidential records and files, both manual and computerised, following GDPR guidelines.

19. To attend and/or minute meetings as required i.e. union meetings and disciplinary and grievance hearings.

20. Working closely with the HR Advisers by managing monthly payroll processing for all starters, leavers and variations.

21. To provide cover for other colleagues in the team as required.

22. To undertake all aspects of the work stated above in accordance with the College's policies and procedures with due regard for employment legislation, best practice and the Colleges commitment to equal opportunities.

23. To undertake any other such duties commensurate with the grading of this post.

This job description is current as at the date shown below. In consultation with the post holder it is liable to variation to reflect or anticipate changes in the job.

PERSON SPECIFICATION: HR Administrator

The successful candidate will be selected against the following criteria:

Essential:

1. Essential - qualified to degree level, in either HR, management or a business related field.

2. At least two years' proven administration experience within a busy office environment – preferably an HR Department.

3. Experience of working flexibly and supportively as part of a small team, and using own initiative.

4. Ability to communicate/liaise (verbally and in writing) effectively and sensitively with colleagues, managers, staff across the College, potential employees, general public and with outside organisations.

5. Ability to demonstrate a good telephone manner.

6. Proven organisational skills to ensure that the range and responsibilities of the administrative function are undertaken effectively and efficiently.

7. Ability to prioritise and manage a heavy/demanding workload.

8. Experience of managing time effectively and working to tight deadlines.

9. Experience in the use of an HR Software system e.g. iTrent.

10. A good working knowledge of word processing, and spreadsheet packages and the ability to use computer based record systems.

11. Excellent typing and minute/note taking skills.

12. A mature and responsible attitude towards handling confidential information/data, and adherence to data protection.

13. Ability to cope with and respond positively to change.

14. Experience of displaying excellent customer service skills and providing a high level of service to customers at all times.

15. Ability to demonstrate attention to detail and produce work of high quality.

16. A commitment to proactively promoting equal opportunities through the delivery of a professional HR Service together with practical ideas for implementation.

Desirable:

17. Experience of Shorthand writing and/or touch typing.

18. An interest in developing a career in the HR field.

An Enhanced Disclosure will be requested of the successful candidate

Disabled candidates meeting the essential criteria are guaranteed an interview

Note to applicants: You should ensure that your supporting statement (Section 7 of the application form) addresses each of the points contained in the person specification in turn.