Job Description: HR Administrator
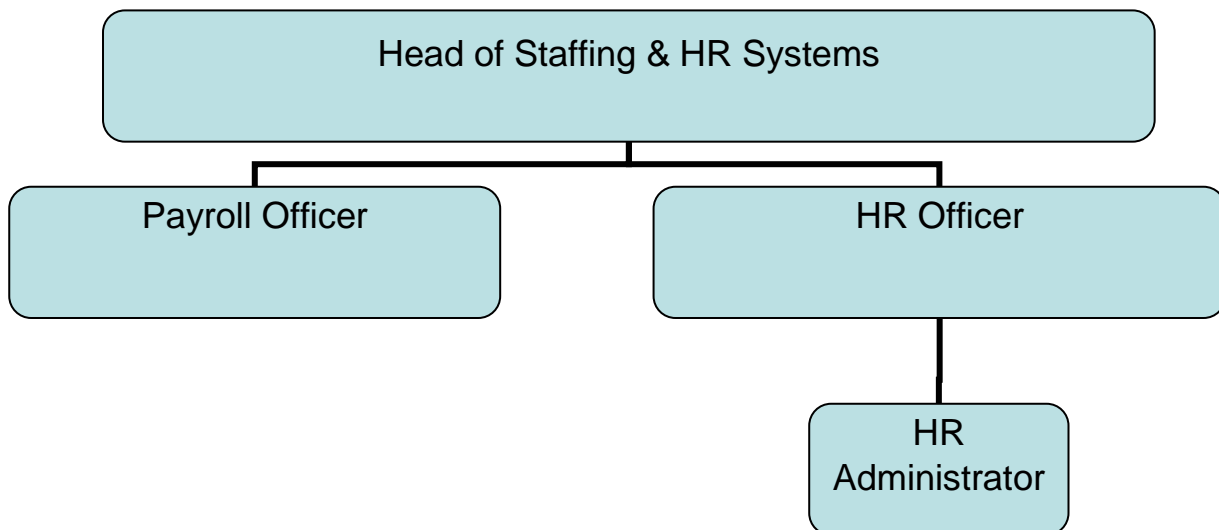
DEPARTMENT: Human Resources	**CONDITIONS OF SERVICE:** Business Support

GRADE: Business Support Scale 5	**SALARY RANGE:** £21,277.00 to £23,162.00 pa *depending on experience*

REPORTS TO: HR Officer

DIRECT REPORTS: NIL

ORGANISATIONAL STRUCTURE:

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              Head of Staffing & HR Systems
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          Payroll Officer           HR Officer
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                                  HR Administrator
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Job Purpose

- To act as a first point of contact for all customers to the Human Resources team.
- To provide an effective Human Resources administration service
- To co-ordinate HR recruitment systems including safer recruitment practices
- To ensure accurate HR records on all employees including full-time, part-time and volunteers
- To provide HR reports as required

Date last reviewed: 29 June 2015   Reviewed By: David Clarke

Job Duties

Recruitment and Selection
- Carry out all the administrative processes in the recruitment process, for example; prepare recruitment documents, organise recruitment time tables, draft and place adverts, log application forms, administer recruitment campaigns through the E-Recruit system, sit on interview panels and administer test.
- Ensure that the HR service complies with safer recruitment practices and compliance including DBS checks and right to work.

On-boarding and Induction
- Administer the process for new employees and volunteers, for example; prepare contracts, offer letters, Volunteer agreements and process all pre-employment checks.
- Conduct induction meetings with new employees and volunteers and liaise with Line Manager's and Mentors to ensure they are aware of their responsibility in the induction process.
- Administer the probation process ensuring Managers know when review meetings need to take place.

Payroll
- Ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Payroll Officer, for example; contractual variations, new starters, leavers, contractual benefits and staff benefits.

Learning and Development
- Support the Administration of Business Support and Cross College staff development which includes booking courses, liaising with providers, raising purchase order numbers, arranging in house training-courses and logging CPD on the database.
- Assist with the Colleges annual appraisal cycle, record completed appraisals and training needs.

HR Database and Reporting
- Ensure the HR Database accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave.
- Provide appropriate reports from the HR database for the purpose of auditing and monitoring employee data and training.

Advice and Guidance
- Provide day to day advice to Line Managers and Employees on general HR related queries, requests and College Policies and Procedures, escalating more complex issues to the HR Officer or Head of Human Resources.
- Assist in formal meetings, such as employee disciplinarians and grievances undertaking such tasks as may be required by the Head of Human Resources/Human Resources Officer.

Leaver Administration
- Ensure resignations are acknowledged in a timely manner, the Line Manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee's terms and conditions.
- Ensure exit interviews are conducted for all staff either face to face or electronically.

Admin
- Carry out general administration tasks for the HR Department, for example; sorting post, telephone answering, devising standard Human Resources documents and letters and manage the HR inbox.
- Respond to reference requests for current or ex-members of staff in line with the Department Service Level Agreement.
- Ensure electronic and paper based personnel files are maintained and filing is completed in a timely manner.
- Maintain an up to date Procedures Manual for all HR Administration duties.
- Liaise with the School Administrators to ensure consistent HR systems are maintained.
- Ensure Workstation Risk Assessments are conducted for all new starters/ when employee's desk locations change and carry out staff Health and Safety risk assessments.

Staff Benefits
- Administer, promote and track usage of the College's staff benefits schemes.

Volunteers
- Supervise the HR volunteer to ensure appropriate tasks are distributed, quality of the service is maintained and provide appropriate on the job training to ensure the Volunteer is benefiting from the placement.

General Duties
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented.
- To actively promote the College's Equality & Diversity Policy, encouraging staff awareness and participation in all areas.
- To actively promote the College's Safeguarding Policy and be aware of your responsibilities to report concerns.
- Adhere to the College's Data Protection Policy and Procedure and ensure private and confidential data is kept secure and disposed of in the appropriate manner.
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior manager of the College.

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

Person Specification: HR Administrator

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Task
	KNOWLEDGE			
1	Intermediate ICT skills including Word, Excel, and Outlook and be able to establish, maintain and up-date databases accurately.	✓		AF, I & T
2	An understanding and commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		I
3	Knowledge of online HR recruitment packages		✓	AF & I
	ABILITIES/SKILLS/EXPERIENCE			
4	Experience of working in a HR environment	✓		AF & I
5	Good written and verbal communication skills and able to communicate to diverse range of people clearly and effectively.	✓		AF & I
6	Experience of working in and contributing to effective team	✓		I
7	Prior experience of providing excellent customer service	✓		AF & I
8	Ability to problem solve using own initiative	✓		I & T
9	Excellent time management skills and experience of successfully achieving deadlines, and working without close supervision	✓		AF & I & T
10	Good literacy and Numeracy skills	✓		T
11	Experience in a range of administration support and able to maintain accuracy	✓		T
12	Experience of working in an Education environment		✓	I
	QUALIFICATION			
13	Have, or be working towards a CIPD qualification		✓	AF & I
14	Qualified to Level 2 (preferably to include English and maths)	✓		AF
15	Health and Safety/ Risk Assessment qualification or training		✓	I

Date last reviewed: 29 June 2015   Reviewed By: David Clarke