

## HR INTERNSHIP - JOB DESCRIPTION

POST TITLE:	HR & Corporate Services Intern
LOCATION:	10-11 Carlton House Terrace
REPORTS TO:	HR & Corporate Services Officer
STAFF SUPERVISED:	None
LENGTH OF INTERNSHIP:	6 months
<b>Purpose of the post</b>	
OVERALL OBJECTIVE:	To provide project and administration support to the HR & Corporate Services Officer and Director of Finance & Corporate Services where required; gaining exposure to a generalist HR administrative remit of tasks and activities.
MAIN DUTIES:	<ul style="list-style-type: none"> <li>• Supporting the HR &amp; Corporate Services Officer in administering the recruitment and selection process for permanent and temporary roles;</li> <li>• Providing support to the HR &amp; CS Officer in maintaining administration of personnel records and the HR system (Simply Personnel), including paper files and electronic database;</li> <li>• Assisting the HR &amp; CS Officer in the administration and organisation of starter and leaver processes and relevant paperwork;</li> <li>• Helping the HR &amp; CS Officer with pensions administration where required, e.g. organising/sending joiner and leaver forms;</li> <li>• Assisting with taking minutes from meetings and coordinating diaries where required;</li> <li>• Assisting the HR &amp; CS Officer with training and development activities administration for all Academy staff;</li> <li>• Supporting the HR &amp; CS Officer with administration of other staff benefits (eyecare vouchers, EAP, season travel loans, etc.);</li> <li>• Other tasks and responsibilities that reasonably may be requested in relation to HR &amp; Corporate Services.</li> </ul>

## PERSON SPECIFICATION

**Post:** HR & Corporate Services Intern

**Directorate:** Finance & Corporate Services

Requirements	Essential	Desirable
Educational attainment	<ul style="list-style-type: none"> <li>Minimum of 6 GCSEs (Grades A-C) or equivalent, including English Language and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Undergraduate Degree</li> </ul>
Experience required	<ul style="list-style-type: none"> <li>Proven experience in an administrative role</li> <li>Experience of drafting correspondence and other written documentation</li> </ul>	<ul style="list-style-type: none"> <li>Proven experience of working in an equivalent HR intern / administrative role</li> </ul>
Skills and aptitudes required	<ul style="list-style-type: none"> <li>Strong written and verbal communication skills</li> <li>Good planning and strong organisational and time management skills</li> <li>Capacity for working independently, prioritising tasks and taking initiative</li> <li>Ability to build and maintain effective working relationships and good interpersonal skills</li> <li>Accuracy and attention to detail</li> <li>Ability to work to deadlines</li> <li>Fluency in English (written and spoken)</li> <li>IT literate and proficiency in Microsoft Office (Outlook, Word and Excel)</li> </ul>	<ul style="list-style-type: none"> <li>A professional attitude and willingness to support</li> </ul>
Personal qualities required	<ul style="list-style-type: none"> <li>A high degree of confidentiality, trust and reliability</li> <li>Good judgment</li> <li>Interest in HR</li> </ul>	<ul style="list-style-type: none"> <li>Interest in and enthusiasm for promoting the humanities and social sciences</li> </ul>