# Title: Human Resources Administrator

# Reporting to: Senior Human Resources Adviser

**Grade:** 3

**Hours of work:** Part-time, 22 hours per week

**Date:** November 2022

**Role Summary:**

* Provide professional, customer focused and innovative assistance in the delivery of a responsive and effective Human Resources service to all key stakeholders
* Respond to and administer support for employee queries, escalating where necessary, including monitoring and responding to the team email inboxes
* Provide an effective administrative support to the Human Resources team including maintaining personnel records, updating databases and managing HR documents

**Main duties:**

* To provide general administration support for HR and Payroll teams, including but not limited to answering phone calls, raising purchase orders and maintaining stationary levels for the office
* Responding to all general queries, signposting them to the appropriate policies and procedures, in the agreed timeframes
* To provide appropriate support and administration for all recruitment and selection activities. Providing a level of cover in the Senior Adviser/Adviser’s absence to ensure recruitment requirements are achieved.
* Ensure all pre-employment checks are accurately undertaken and recorded, escalated as needed
* Administer all forms of correspondences for employees in a timely manner
* Maintain and update records on the HR database, Single Central Record and liaise with the payroll team to meet deadlines
* Proactively embed the principles of the Equality Act in all aspects of work
* To administer the full leaver process in a timely manner
* Ensure applicant and employee records, including the College’s single central register (SCR), are accurate and maintained in a timely way and are compliant with legislative changes, in-line with Safer Recruitment, GDPR and recruitment guidance relevant to FE
* Maintain a good working knowledge of the HR database and College systems and ensure accurate personnel electronic records and hard copy files are maintained and updated. Ensuring all filing is kept up to date on a monthly basis and undertake regular auditing of personal files
* Ensure accurate and timely data entry on the HR Database for all forms of employment activities
* To carry out maintenance and administration of the College’s e-learning system for mandatory training
* Distribution and tracking of the College’s eye care voucher scheme
* Providing administrative support for Human Resources, including note taking of sensitive meetings, such as investigations, hearings or other formal meetings as and when required
* Assist the team with the all induction-programme activities
* Arrange and administrate support of the Human Resources team and College for staff events such as the annual Well-Being Day and Long Service Awards, and other staff engagement and wellbeing initiatives as required
* To ensure the confidentiality and integrity of all employee information, records, systems and procedures in accordance with the General Data Protection Regulations
* Keep up to date with the business needs of the College and employment legislation changes
* Assist the Head of Human Resources and Payroll in the undertaking of department visions and objectives, including in the delivery of ad hoc projects and reporting
* Adhere to College policies and procedures, including GDPR and Quality Assurance and ensure confidentiality and integrity of all HR information in accordance with the General Data Protection Regulations and other relevant legislation
* Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process
* Carry out all duties with due regard to Health and Safety Regulations
* Ensure compliance with the Financial Regulations of the College
* Positively promote equality of opportunity for staff and students
* Carry out other duties as may reasonably be required from time to time

**NOTES:** This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct as of November 2022. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Human Resources Administrator**

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|   | **Essential** | **Desirable** | **How Assessed** |
| **Education/ Qualification and Training**  |  |
| Level 2 (GCSE or equivalent: A-C or 9-4 in English and Maths) | x |   | Application and Certificate |
| NVQ Level 3 business administration or similar | x |   | Application and Certificate |
| Level 3 Diploma in Human Resources Practice, or a desire to work towards obtaining an HR qualification |  | x  | Application and Certificate |
| **Experience and Knowledge** |  |
| Experience of working in a busy administrative role |  x |  | Application /Interview |
| Demonstrable experience of providing excellent customer service |  x |  | Application /Interview |
| Experience of administering a database and an understanding of Data Protection principles |  x |  | Application /Interview |
| Experience working within Further Education |  | x  | Application /Interview |
| **Skills and Competencies** |  |
| Excellent interpersonal and communication skills, both verbal and written  | x |   | Application /Interview |
| Able to deal sensitively and assertively with people | x |   | Application /Interview |
| Ability to work with people at all levels both inside and outside of the organisation | x |  | Application /Interview |
| Ability to retain confidentiality | x |  | Application /Interview |
| Ability to provide a flexible and proactive approach and contribute to process improvement | x |   | Application /Interview |
| Excellent attention to detail and accuracy | x |  | Application /Interview |
| Ability to prioritise and organise work and complete within timescales, sometimes under pressure | x |  | Application /Interview |
| Excellent IT skills (word processing, spreadsheets, email and internet) | x |  | Application /Interview |
| **Personal Attributes** |  |
| “Can do” proactive and positive approach. Responds to the needs of the customer | x |   | Interview |
| Professional and confidential manner | x |   | Interview |
| A flexible and collaborative approach to work | x |   | Interview |
| Commitment to the College’s Strategy and Core Values | x |   | Interview |
| Commitment to continuing personal professional development | x |   | Interview |
| Resilient and adaptable to change | x |   | Interview |