



Human Resources Administrator

Job Description

Area	: Organisational Development and HR
Salary	: £20,267 - £22,648 (per annum)
Hours of Work (Full-time/Part-time)	: 37
Line Manager	: Human Resources Manager
Responsibility for	: To provide generalist HR administration for the OD & HR team; : To provide excellent HR customer service; : To support the Organisational Development and HR strategy to contribute to the College's key aims and objectives; <i>and</i> : Promoting and safeguarding the welfare of children and young persons in line with College policies.

Main Purpose of Job:

To provide an innovative and excellent Organisational Development and HR service to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

Key Duties and Responsibilities:

1. To provide administrative support to the HR Business Partners on a range of Organisational Development and HR matters including recruitment, absence management, learning and development, employee relations, performance management and conditions of employment.
2. To be the initial contact and to administer all staff DBS renewals.
3. To provide an excellent HR customer service, whilst dealing with first line HR queries.

4. To assist in the preparation of HR documents including offer letters, contracts, salary and role changes to ensure accurate payroll information is provided.
5. To maintain HR computerised records.
6. To provide advice and guidance to ensure all College safeguarding obligations are adhered to at all times.

Generic Duties and Responsibilities:

7. Promote a culture of innovation, excellence and equality.
8. Reflect the vision, mission and values of the College.
9. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
10. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
11. To actively contribute to the risk management of the College.
12. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
13. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
14. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
15. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Human Resources Administrator Person Specification

	Assessment Method					
	Application Form	*Test	Interview / Presentation	Psychometric Testing	Qualification Certificates	References
Education and Qualifications						
<u>Essential</u>						
• CIPD level 3 qualification or willing to work towards	✓				✓	
• GCSE Grade C (4/5) in English and Maths	✓				✓	
• Evidence of ongoing professional development						
<u>Desirable</u>						
• Safeguarding Training to Level 1	✓				✓	
• Level 3 IT Qualification	✓				✓	
Skills and Experience						
<u>Essential</u>						
• Minimum of 2 years' experience working in an administrative role	✓		✓			✓
• Excellent level of digital literacy	✓	✓	✓		✓	
• Experience of working at pace managing high volumes of varied administration	✓		✓			✓
• Excellent customer service skills	✓	✓	✓			✓
• Ability to produce comprehensive oral and written reports on all aspects of the role as required	✓	✓	✓			
• Ability to inspire confidence in learners/employers/staff	✓		✓			
<u>Desirable</u>						
• Experience of working in a HR department with basic knowledge of employment law	✓		✓			✓
• Experience of the DBS process	✓		✓			
• Knowledge of 'Safer Recruitment in Education'	✓		✓		✓	
Personal Attributes						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) and to translate ideas into actions			✓	✓		✓

• Emotional intelligence, self-awareness and confidence			✓	✓		✓
• Accuracy and attention to detail	✓		✓			
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓	✓			
• Flexible approach to working			✓			
• Excellent customer service skills			✓	✓		
• Commitment to on-going professional development			✓			
• An understanding of the responsibilities relating to the safeguarding of young people and vulnerable adults			✓			
Special Factors						
<u>Essential</u>						
• Full, current driving licence	✓					
• Car owner, with a willingness to use on College business as required (<i>mileage allowance payable</i>)	✓					
• Enhanced DBS check	✓					

Updated: April 2022