



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community.

We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer.

### **HR Team**

The HR team work closely with our business areas to provide professional and comprehensive HR support. We work to role model our inclusive culture, ensuring we listen to staff and are open and transparent in our communications. We value positive engagement with our staff and stakeholders as we recognise that the College will have better outcomes if we are inclusive and consider a diverse range of ideas and opinions. We endeavor to be principles-led, evidence-based and outcomes-driven. We are committed to our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusion & Engagement) and demonstrate integrity in our actions, ensuring we work with all areas in a way that creates a positive and enjoyable work environment.

### **HR Advisor (Systems and Communications) - Job Description**

#### **Overall Purpose Scope:**

To support with the maintenance and development of the HR system, producing MI (management information) reports from the system, as required, using our current reporting tool (Business Objects). To work closely with business areas to support their HR requirements providing HR data to enable proactive support. To lead on the maintenance of the staff intranet, ensuring content is up to date, and provides relevant hub and communications channels for staff information.

To work as part of our HR team to provide a professional, high-quality, and customer-focused HR



Advisor service to allocated business areas, providing line management to a HR Officer and HR Assistant.

**Main Duties and Responsibilities:**

1. To line manage the HR Officer and HR Assistant for allocated areas, ensuring professional, effective and timely HR provision.
2. To support with the maintenance and development of the HR system, including supporting with systems upgrades testing, security permissions, and dealing with general systems admin.
3. Producing Business Object reports from the system, as required. Leading on the data collection and submission of the DfE workforce data return in XLM format.
4. To assist in producing ad hoc management information reports, and HR project work as and when required.
5. To lead on the maintenance of the staff intranet, ensuring content is up to date, and provides relevant hub and communications channels for staff information.
6. To support allocated business areas to understand their HR priorities and providing HR initiatives and options to support their needs.
7. To support HR casework where required, coaching managers and staff through the relevant process and procedures, including disciplinary, grievance, sickness, probation, performance improvement and flexible/hybrid working requests.
8. To support with HR change processes where required, including supporting consultation meetings, drafting letters and calculating redundancy entitlements.
9. To ensure the team are trained on the HR system (iTrent) and accurately input and update employee data in a timely way for payroll processing for allocated areas.
10. Ensure the effective management of onboarding for new starters (including DBS, Single Central Record and other compliance processes required in a safeguarding environment) and that it provides an excellent employee experience for new staff.
11. To check and sign contracts and offer letters drafted by the team, ensuring accuracy and timely processing. To ensure contracts are provided to new starters before their first day of employment.

12. To ensure that the team are trained on the VTS system for processing sessional lecturers and that managers and staff using the system are appropriately supported, ensuing claims are processed in a timely way.
13. Ensure all HR files are updated and filing is completed on a regular basis to meet the needs of Ofsted and other regulatory bodies.
14. To maintain absolute confidentiality on all issues, adhering to Data Protection legislation at all times, and to deal with matters in a discrete, calm and professional manner.
15. To work closely with allocated business areas to ensure that professional HR service is provided at all times. To support other areas of the HR team, in response to peaks and troughs of business activity.
16. To have an understanding of how equality and diversity applies to the responsibilities of the role and to actively promote our College values and our FREDIE (Fairness, Respect, Equality, Diversity, Inclusion & Engagement) principles.
17. Any other duties that reasonably fall with the remit of the post as allocated by the line manager following consultation with the post holder.
18. The post requires on-site attendance 4 days per week (with 1 day at Coulsdon Campus), with the possibility of working from home 1 day per week.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 qualification in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD qualification or working towards</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working in a HR role in a similar setting.</li> <li>• HR systems experience of managing the back-end system admin i.e. to set up workflows, security permissions, creating smart groups, creating org string structures, and system upgrade testing.</li> <li>• Experience of generating management information reports to analyse trends and identify priority areas.</li> <li>• Experience of using Excel to undertake functions such as VLOOKUP, pivot tables, etc and generating charts and reports.</li> <li>• Experience of line management, or delegation of work and co-ordination of resources.</li> <li>• Experience of using Microsoft Office Applications ie Word, Excel, demonstrating accurate data input skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of iTrent HR system</li> <li>• Experience of Business Objects or Power BI</li> </ul>

<p><b>Skills &amp; Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to build strong relationships with stakeholders and identify priority HR activity to support business areas.</li> <li>• To provide calm and professional communication, ensuring integrity during the implementation of HR processes and procedures.</li> <li>• Ability to motivate and engage a team to highly-perform.</li> <li>• Ability to use initiative in dealing with complex problems, with a strong customer service-focus.</li> <li>• Able to respond promptly to enquiries with discretion and maintain confidentiality at all times.</li> <li>• Demonstrate an understanding of equality, diversity and inclusion. Able to demonstrate experience of applying or FREDIE principles to the recruitment process.</li> </ul>	
---------------------------------------	---	--

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

## Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library
- Free car parking at Coulsdon campus

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

## Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

**Closing Date: 10 October 2024**

**Interview / Selection Date: 18 October 2024**





Croydon  
College



**COULSDON**  
SIXTH FORM COLLEGE



**Croydon**  
**University**  
**Centre**



**PROUD TO BE**  
**FREDIE**



Investors  
in Diversity

Achieved.  
Valid Until  
August 2025