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| **Job Description** |

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| **Job Title** | **HR Coordinator** |
| **Department** | **Human Resources** |
| **Reports To** | **Human Resources Manager** |
| **Grade** | **£24,591 - £26,729** |
| **Location** | **Eastham Campus** |

**Job D**

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| **Our Vision** |

**Strategic vision statement**

A learning and skills revolution, leading to resilient, high achieving, prosperous residents and employers.

**Mission statement**

Skills, qualifications and progression for all by means of:

* learning that is demand-led and customised to individual, business and community needs
* enabling success and progression for all, including those in the workforce and those at the greatest distance from it in terms of social and economic exclusion
* constant improvement through specialisation and innovation.

**Equality of opportunity**

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

**Safeguarding of children and vulnerable adults**

The College is committed to safeguarding and promoting all learners' welfare and expects its staff to share this commitment. All posts in the College are subject to a Children’s Barred List check. All posts are subject to a Disclosure and Barring Service check at Enhanced Level.

**Job Description**

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| **Job Purpose** |

The HR Officer will be a data focused role, acting as the super user of the internal HRIS and Online SCR systems managing data input/output for all HR processes surrounding employees starting, leaving, internal contractual changes and performance reviews/training tracking. Taking ownership of all the data in the system to make sure it is accurate and available whenever needed whilst proactively investigating system functionality to provide solutions to business requirements.

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| **Key Duties and Responsibilities** |

**Core job duties**

Maintain the internal HRIS, Software for People (SfP) with accurate and meaningful data.

Input data surrounding employees starting, leaving and internal contractual changes.

Update SfP surrounding probation, PDRs and all training dates due/completed.

Maintain Single Central Record’s data ensuring both SfP and Online SCR is accurate, monitored and kept up to date at all times.

Run audit reports from SfP to ensure data is accurate and HR KPIs met

Provide various management information reports such as staff absence, staff lists and demographics on weekly, monthly and ad-hoc basis

To track and record the annual performance development review (PDRs), including collating training requests, reporting on completion rates and progress chasing comletion as required.

Providing support to employees on HR self-service queries.

Maintain all HR electronic filing, including suite of document templates and forms, policies and procedures, and staff personnel filing, ensuring these are accessible to the team, filed in a logical order and kept up to date.

Liaise with MIS team regarding dashboard reporting and improving.

**Additional requirements**

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Ensure continuous professional development (CPD) requirements as specified by the College and that may be identified during College processes, for example Appraisal.

Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the College.

Read, understand and apply the College Safeguarding procedures and ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out, especially regarding the employment and management of staff.

Undertake all duties with due regard to the provisions of Health and Safety regulations and legislation, Data Protection/GDPR, the College’s Equal Opportunities policy and Use of ICT policy.

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| **Person Specification** |

**Qualifications**

* Degree qualified would be desirable.
* CIPD level 5 or above and /or equivalent work experience.
* Have a minimum of Grade C in English and Maths GCSE level (Level 2) or equivalent.
* Holds a relevant HR qualification or equivalent experience.

**Experience**

* Experience of managing people data and reporting.
* Experience working in a generalist HR function with a deep understanding of core HR service delivery.
* Experience developing process maps with the ability to identify and implement continuous improvement initiatives.
* Able to streamline and improve operational processes.
* Experience of having previously worked in a College or similar environment would be advantageous.

**Knowledge and Skills**

* Strong analytical skills and a high level of proficiency in Microsoft Office, particularly Excel. Plus a keen knowledge and experience of the importance of databases and their role in providing accurate management information.
* Strong attention to detail.
* Excellent verbal and written communication skills.
* A natural ability and interest in understanding how regulation, legislation and policies apply to and determine HR processes.
* A creative and innovative approach to problems and solutions.
* An ability to deal with ambiguity and work autonomously.
* Ability to prioritise workload during busy periods.
* Team mentality and strong work ethic.
* A working knowledge of Single Central Record.

**Other**

* A working knowledge of safeguarding and safer recruitment would be highly desirable.
* This post is subject to satisfactory references, enhanced DBS check (Disclosure and Barring Service) and health checks and presentation of original qualification certificates.