**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Human Resources Administrator |
| **Salary Scale/Grade** | Grade 3 |
| **Responsible to** | Head of Human Resources |
| **Date of Job Description** | March 2021 |
|  | |
| **Purpose**  To provide high quality human resources administration support in order to enable the College to meet its objectives. To contribute to effective team working and communications within an overall approach that values people. | |
|  | |
| **Duties and Responsibilities**   1. Work with the HR Business Partners and Co-ordinator to administer human resources processes and procedures to support the successful delivery of College business plans 2. Administer people management processes throughout the employee life-cycle in accordance with College procedures, under the direction of the HR Business Partners, including:  * The administration of appraisals and mid year reviews, monitoring and reporting on returns * Ensuring staff cvs are updated annually * Supporting initiatives, including staff awards and staff questionnaires * Recording and monitoring staff development * Processing leavers and collating exit documentation  1. Carry out effective administration for the team, including:  * Checking HR email inboxes and passing messages/information to the appropriate member of the team * Administering contract changes as identified through College procedures, including sending out revised contracts and variations to contracts * Amending and updating the Single Central Record in respect of changed posts and changed individual circumstances * Dealing with administrative tasks in relation to family friendly processes (including maternity, paternity and adoption) and other family leave and special leave requests * Ensuring that sickness absence in recorded in accordance with sickness absence policies, procedures and processes relating to absence * Administering HR letters to employees, eg. in respect of pay awards * Ensuring that employees’ files are complete and properly organised, both electronic and paper versions * Disposing of leavers’ files at the recommended times and in accordance with data protection legislation  1. Working across the team to pick up other equivalent work, and particularly supporting recruitment, at times where there is a significant workload or team absences   **Quality, Standards and Compliance:**   * Contribute to the department’s self assessment report and quality improvement plan * Contribute to sharing good practice through peer and cross College activities * Adhere to College financial regulations * Ensure compliance with the Data Protection Act 2018 * Ensure compliance with the College’s health and safety policies and procedures * Ensure that the principles of equal opportunities, diversity and inclusion underpin working practices * Report any safeguarding issues in accordance with the College’s policies and procedures immediately * Keep your line manager informed of any irregularities or breaches of procedure that you become aware of | |
|  | |
| **GENERAL**  The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed. | |

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Job Title** | Human Resources Administrtator |
| **Department** | Human Resources |
| **Salary Scale/Grade** | Grade 3 |

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Education & Qualifications | * Educated to level 2 standard or equivalent | * CIPD level 3, or willing to work towards |
| Experience | * Broad range of administrative experience * Experience of using Microsoft Office (Word, Excel, Outlook) | * Experience of working in a Human Resources department |
| Skills, knowledge and competencies | * Excellent administrative skills * Good written and verbal skills * Good organisational skills * Excellent communication and interpersonal skills |  |
| Personal characteristics | * Professional and approachable * Ability to work as part of a team * Enthusiastic * Positive attitude * Flexible |  |
| Other | * Keen to develop a career in HR |  |