

JOB DESCRIPTION

Post:	Human Resources Degree Apprentice
Responsible to:	Recruitment Adviser
Department:	Human Resources
Pay Band:	Pay Band 3

Job Purpose:

To support and work closely as part of the Human Resources team, to contribute to the effective operation of the function within the college.

A busy and varied role, providing recruitment advice and support, supporting with the management of the recruitment cycle from vacancy approval to offer and induction / probation.

Proactively contribute to the Human Resources team general performance and to support and implement the new People Strategy.

While duties will normally be site specific, there will be some cross-over and the post holder may be required to spend time at any of the college sites.

As a Chartered Management Degree Apprentice you will initially learn to carry out all aspects of the work of the recruitment team as per the job description below. Alongside this you will learn to develop and practice strong organisational stakeholder management and project management skills. You'll study for a Business Management Practice Degree alongside your job role for 1 day per week and you'll apply theories gained within your Degree as the role expands and grows. You will learn to take responsibility for the implementation of a variety of operational aspects of the strategic plan whilst contributing to the achievement of organisational goals.

The aim of this role is to work closely with the Recruitment Adviser role in order that once you have completed your degree, you could be suitable for this level of role.

Main Duties

- Supporting the Recruitment Adviser to lead on staff recruitment across the College, liaising with all levels of management, Marketing and within a budget to ensure the most cost-effective recruitment to all roles, including some which are hard to fill
- Administer and assist in recruitment and selection of new staff appointments including the administration of induction and probationary review arrangements for new staff.
- Working alongside the Recruitment Adviser, ensuring that the recruitment processes follow best practice, are creative and inclusive, and
- Using initiative to support with specialist recruitment campaigns and events, including supporting with head hunting and contacting other organisations, where required.
- Support with marketing the college as an employer including presence at events such as careers fairs and supporting relationships with e.g. Job Centre Plus, Ministry of Defence and so on.

- Liaising with managers regarding the use of agencies, seeking appropriate approvals and negotiating rates.
 - Working with the HR Management Team on reviewing Service Level Agreements and seeking feedback from across the organisation.
 - Administer Human Resources related documentation, such as offer letters, contracts of employment and leavers.
 - Maintain and update the Human Resources database (iTrent), ensuring the database is up to date, accurate and complies with relevant legislation, including supporting the team with developments, where required.
 - Support with the administration of in-house and external staff development requests, including with the administration of the Leadership Development Academy.
 - Ensure Right to Work and Safeguarding documents are in place and up to date for all staff members.
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- Prepare job descriptions, person specifications and application packs
 - Issue recruitment information packs to applicants and monitor responses
 - Liaise with appropriate staff to organise interview programmes
 - Invite short listed candidates to interview and oversee arrangements on the day, ensuring runners are trained and supported, where required
 - Analyse equal opportunities data and close job files once the recruitment cycle is completed.
 - Manage and control staff probationary periods in consultation with the HR Casework Co-ordinator and check that all contractual actions are complete.
 - To be responsible for managing the Human Resources email inbox, ensuring that queries are followed up and responded to in a timely manner and in line with SLAs.
 - Ability to co-ordinate and book meetings, and diary management.

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

PERSON SPECIFICATION

	Criteria	How Assessed
	Essential	
1	Educated to Level 3 or equivalent	Application Form
2	Educated to Level 2 in English and Maths	Application Form
3	Willingness and ability to undertake the Chartered Management Degree Apprenticeship	Application Form/ Interview
4	Excellent organisational skills, including the ability to prioritise tasks	Application Form/Interview
5	Strong attention to detail in all tasks including the ability to input accurate data	Application Form/Test
6	Ability to communicate at all levels- internal & external customers	Application Form
7	Experience of handling confidential information	Application Form
8	Excellent customer service skills to provide a professional and effective service to meet expectations in terms of quality and timeliness, professionalism, empathy and efficiency	Application Form/ Interview
9	Experience of teamwork in a busy department	Application Form/ Interview
10	A flexible approach to work and the ability to cope under pressure	Application Form/ Interview
11	Forward thinking – creativity – problem solving – proactive approach	Application Form/Interview
12	Competence in working with all Microsoft packages	Application
	Desirable	
1	Experience of working in a similar environment (HR, recruitment and / or Staff Development)	Application Form
2	The ability to draft correspondence as required	Application Form
3	Level 3 CIPD qualification	Application Form/Interview
4	Recruitment experience	Application Form
5	iTrent experience	Application Form

CONDITIONS OF SERVICE	
Salary:	Pay band 3
Payment:	Monthly payments direct to bank via BACS
Hours:	37 hours per week
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.