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**HUMAN RESOURCES DEPARTMENT**

**JOB DESCRIPTION**

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| **Post Title:**  | **HR Advisor**  |
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| **Salary:**  | **JOB FAMILY GROUP 5** (SCP 16 to SCP20) £20,294 to £22,711 per annum pro ratadepending on qualifications and experience |
|  |
| **Status:** | Business Support  |
| **Full time:** | 37 hours per week (1.0FTE) |
|  |
| **Responsible to:** | Senior Human Resources Officer |
| **Closing Date:****Interview Date:** | **Monday 31 January 2022 at 9.00 am****Monday 7 February 2022** |

The information given below is intended to provide an outline of the workload of the job and its role within Preston College. The job description outlines the main duties in general and is not intended to be exhaustive. The post holder will be expected to work in a flexible, proactive manner to carry out such duties as are necessary and to communicate effectively with all work colleagues.

**MAIN PURPOSE OF THE JOB**

The HR Advisor will be responsible for providing advice and guidance to managers and first line supervisors on a range of HR issues including terms and conditions of service, provide assistance in the recruitment of staff, processes and systems; for operating all HR transactional processes; and for providing administration support to the HR Department to include:

**Key Responsibilities**

* Act as the first point of contact for HR queries from staff and external agencies
* Advise managers and first line supervisors on establishment, job specifications, job family groups and salary assessments, qualifications framework, terms and conditions including holidays, family friendly leave, probation, rates of pay, expenses, acting up/ honoraria, recruitment, induction and appraisal
* Accurately maintain and update the HR systems including employee records, the organisational structure, recruitment and other details
* Feed into the HR Lead, ideas for improvement and the development of HR systems
* Working with other HR team members, contribute to the delivery of HR projects to achieve the Departmental business plan and the College strategic objectives
* Implement and maintain information logs and filing systems including one for job descriptions and person specifications
* Provide data and statistics and produce management information reports on a range of HR metrics and College wide KPIs including headcount, sensitive data, recruitment, induction, appraisals and CPD
* Work with other Departments on corporate systems that require the input of HR information
* Prepare and review HR processes and paperwork to ensure continuous improvement, moving to digital processes where required, and maintaining administration templates
* Administer all aspects of the Recruitment & Selection Process including advice to managers on recruitment campaigns and advertising media
* Co-ordinate the employment clearance process for all new staff and authorised personnel to support Safer Recruitment
* Produce offers and contracts of employment or engagement for new staff and amendments to contracts
* Administer of changes to employment circumstances such as sickness, maternity, paternity, cessation or extension of fixed term contracts etc.
* Initiate the payroll process which involves accurately inputting salary details and contract information and preserve the full audit trail of the decisions taken by authorised managers
* Record absence information and maintain absence records
* Record and monitor qualifications, CPD and appraisal information
* Administer all aspects of the leaver process including voluntary severance schemes, retirement, employment references and exit interviews
* Arrange meetings and produce accurate minutes
* General administration to the HR department including the Head of Human Resources
* Participation in College wide roles such as social cohesion and bus duty

The post holder will be expected to work in a flexible, proactive manner to carry out such duties as are necessary and to communicate effectively with all work colleagues.

**EQUALITY AND DIVERSITY STATEMENT**

**The College recognises its responsibility to ensure that all students and staff are treated with dignity and respect and that equality, diversity and inclusion are promoted throughout the organisation. Recruitment for positions in the College will be carried out in a manner which accords with best equal opportunities practice. The selection of candidates for interview will be based on the person specification and applicants should bear this in mind when preparing their applications and completing the application form.**

#### The post holder will be expected to take a lead role in the promotion of the College policies on Equality and Diversity, Health and Safety and Quality Assurance.

**SAFEGUARDING LEARNERS STATEMENT**

Preston College is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. All Preston College staff and volunteers are required to undertake mandatory Safeguarding training. The successful candidate for this appointment will be required to apply for Enhanced Disclosure through the Disclosure and Barring Service at a cost to themselves.   At present this fee is £40.00 and payment will normally be deducted from your first month’s pay.  Further information on the Disclosure process can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

**Corporate Behaviours**

**Committed to Learning:**

* We are dedicated to our teaching, learning and support, responding to customer needs
* We continually pursue excellence in everything we do
* We are open to change, new ideas and we share information and knowledge

**Respect & Consideration:**

* We treat each other, our college and our community with respect and consideration
* We value the achievements of every person in the college
* We work together as one college, whilst recognising individual contribution

**Customer Focused:**

* We are all representatives of the college and will act in a way that best represents our values and behaviours
* We demonstrate consistently strong performance
* We seek what is best for the college and the people it serves

**Integrity & Honesty:**

* We challenge anything that is inconsistent with our values
* We are accountable for our actions
* We act honestly, ethically and legally in all that we do

**Make it Enjoyable:**

* We encourage a positive and supportive environment
* We make time to help others
* We care about the success of the college

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **Criteria** | **Essential/****Desirable** | **Method of Assessment** |
| **Experience** |  |  |
| Experience of working in a busy fast paced, complex administrative environment, dealing with confidential and sensitive information | E | A  |
| Experience of working in an HR or Training function | D | A |
| Experience of using a variety of information systems, both computerised and manual | E | A and T |
| **Qualifications** |  |  |
| Level 2 English, Maths and ICT at minimum Grade C or Grade 4 or equivalent | E | A |
| CIPD level 3 award or willingness to achieve within 2 years of appointment. | E | A |
| **Knowledge, Skills and Abilities** |  |  |
| Excellent Administration skills with a high attention to detail and ability to accurately take notes/ minutes at meetings | E | A and I |
| Ability to process data to a high standard with the ability to work accurately under pressure and within agreed deadlines | E | T |
| Effective oral and written communication skills in order to engage with all levels of the organization and external agencies | E | A and I |
| Commitment to a quality customer service | E | A and I |
| Problem solving skills and able to work independently and co-operatively within a team as required | E | I |
| **CORPORATE EXPECTATIONS** |  |  |
| A commitment to the expected corporate behaviours associated with working at Preston College | E | I |
| A commitment to safeguarding, equality and diversity and health and safety at Preston College | E | I |
| **OTHER REQUIREMENTS** |  |  |
| Willingness and ability to work throughout the week with the flexibility to work according to business needs | E | A and I |

Key: A Application Form

I     Interview

T Test

Please note where the person specification states that criteria will be identified through more than one medium i.e. A / I, you must specify how you meet the criteria clearly at all stages in order to comply with the Colleges Recruitment Procedures for Employees and Casual Workers.