

Job Description

Directorate	Quality, Learner Services & HR
Department	Human Resources & Organisational Development
Section	Human Resources
Job Title:	HR Advisor
Reports To:	HR Manager

Job Purpose

Undertake a range of HR tasks to effectively support the end-to-end HR life cycle. Providing exceptional customer service.

Main Responsibilities

Undertake a range of HR tasks to effectively support the end-to-end HR life cycle. Respond to HR enquiries in an accurate, timely and professional manner providing excellent customer service. Maintain records and run reports across HR systems, ensuring information is accurate and compliant. Support recruitment, onboarding, performance and absence monitoring, learning and development and leaver processes as required.

Respond to day- to-day enquiries, ensuring accurate information is provided to resolve queries ranging from recruitment to end of employment.

Ensure activity and documentation related to HR life cycle remains fit for purpose, and support the updating as and when required to remain compliant with practice and requirements.

Review, update and maintain essential HR documentation, including those related to the on boarding of new members of staff.

Ensure the accurate maintenance of records, date retention and file management.

Support administration of DBS applications, including generation of applications through the portal.

Provide support where required in recruitment activities, and the employee on-boarding experience.

Maintain designated HR systems, including College iP and Astute e-learning, ensuring the integrity of the data and reporting.

Ensure information input into the HR personnel system is entered in a timely and accurate manner.

Provide support, such as note taking and letter generation, for the HR Business Partners.

Proactively schedule weekly and monthly tasks, to maintain effective management of designated work and provision of excellent customer service, including recruitment, onboarding, attendance and performance monitoring, learning and development activities and leaver processes.

Support the promotion and circulation of Get Involved initiatives, including wellbeing and staff benefits.

Produce reports as required to support HR colleagues.

Liaise with internal colleagues and external providers as required to fulfil the role.

Support purchase orders and invoices aligned to the HR life cycle.

Special Features

There may on occasion be events taking place out of normal college hours, which you will have to attend in this role.

Responsibilities common to all staff

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

The College aims to be a place in which people can work and study free from any form of discrimination. You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.

All employees are required as part of their duties to take responsibility for safeguarding, prevent and promoting the welfare of children and vulnerable adults.

Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld.

Review

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Person Specification

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist

Qualifications		Essential	Desirable	How Assessed
1	Relevant HR qualification or equivalent demonstrable experience	X		A / I
2	GCSE (Grade C or above) in Maths and English	X		A
Experience and knowledge				
3	Experience of working within a HR/ Business Support function.	X		A / I
4	Experience of providing advice, guidance and support to resolve queries in an effective, timely, customer focused manner.	X		A / I
5	Knowledge of the HR life cycle, and how it can be supported by the advisor role.	X		A / I
6	Experience of building excellent relationships with internal and external stakeholders.	X		A / I
7	Knowledge of raising purchase orders and receipting invoices.	X		A / I
Skills & Abilities				
8	Ability to effectively communicate across all channels.	X		T
9	Ability to analyse data and produce reports to inform decision making.	X		T
10	Excellent customer care skills.	X		I
11	Excellent ICT skills	X		
12	Plan and organise work and schedules, determining priorities.	X		I
Personal Characteristics		Essential	Desirable	How Assessed

13	Has high expectations of self and others	X		I
14	Takes responsibility for work activities and personal actions and delivers on commitments	X		I
15	Innovative in response to changing circumstances identifying and or implementing new or improved approaches	X		I
16	Builds positive relationship with others maintaining mutual trust, candour and respect	X		I
17	Does the right thing in the right way and is honest and transparent in their approach	X		I

Key

A	Application
I	Interview
T	Test
C	Certificate
P	Presentation

Vision, Mission and Values

Vision

To be the best College in the country.

Mission

To inspire, challenge and transform lives.

Values



Excellence

We have high expectations of ourselves and each other.



Accountability

We own what we do, learn from our mistakes and constantly seek to improve



Innovation

We seize opportunities and are bold and dynamic in our approach



Collaboration

We are one team and work hard to serve each other well



Integrity

We are honest and transparent and do the right thing in the right way

Main Terms and Conditions of Employment

Salary	£20,896-£23,148
Holidays	35 days plus of 8 statutory bank holidays
Pension	LGPS Pension
Contact Type	Permanent
Working Weeks	52
Hours of Work	Minimum of 35 per week