



## Job Description

**Job Title:** HR Officer  
**Accountable to:** HR Manager  
**Accountable for:** N/A

### Job Summary

To provide efficient administrative support to the College Human Resources function, primarily in recruitment, HRIS and (hourly paid/casual staff) payroll. The role will also support the HR Manager on employee relations cases and rewards. In addition, the post-holder will work closely with the HR Assistant on training administration and maintaining all personnel documentation and information, to ensure confidentiality and integrity in line with GDPR and other relevant legislation and codes of practice.

### Main Duties and Responsibilities

#### 1. Recruitment procedures

Manage the administration of recruitment campaigns, including drafting and placing advertisements, generating letters to applicants and preparing short listing packs.

Post vacancies on the college website and conference of colleges.

Complete the recruitment administration procedures in line with the recruitment policy e.g.,

- Logging incoming Application Forms.
- Arranging interviews and tests in line with codes of practice.

Completing post interview procedures accordingly e.g., obtaining references, DBS, right to work checks and any other relevant employment checks for successful candidates.

Welcome new employees to the organisation and carry out new starter/HR induction meetings.

#### 2. HRIS & HR documentation

Maintain the Cascade HRIS system including: adding new starters, updating personal information and salary details, recording annual leave when required, monitoring configuration of the system areas, document maintenance.

Set up and induct new users on Cascade HRIS.

Maintain files by project/department and individual personnel records and ensure they accurately reflect current staff conditions and details

### **3. HR Reports**

To produce weekly reports to identify and track personnel issues, in particular to report on recruitment processes.

To complete monthly and quarterly HR reports for management review, including: Recruitment; Staff Absence; Staff Establishment (update staffing levels per project); Excess Hours; Relief hours; TOIL and Additional hours.

### **4. Employee Relations**

#### *Disciplinary & Grievances*

Co-ordinate disciplinary and grievance meetings including supporting on investigations;

Organise disciplinary interviews and hearings; taking minutes etc.

Maintain a tracking system for disciplinary and grievance cases and advising the HR Manager on status accordingly as well as taking remedial action as necessary.

#### *Sickness absence*

Monitor sickness absence, ensure relevant certification is received and assist with occupational health referrals as required.

Taking minutes for sickness absence meetings as required.

Performing a range of other administrative tasks as required in the sickness procedures.

#### *Maternity*

Act as a point of contact for information on maternity leave and pay. Carry out maternity pay calculations.

Calculate holiday entitlements and update holiday records on the electronic leave system. Advise managers and staff on annual leave entitlements.

#### *Leavers*

Manage resignation and end of fixed term contract processes ensuring leavers are processed in a timely manner, exit interviews are completed and reported on etc

### **5. Remuneration**

Assist in the administration of the hourly paid payroll process for the organisation including staff entitlements, allowances and benefits where required.

Update salaries for hourly paid staff in line with appraisal, CPI and Living Wage increases.

Run weekly clock in reports for hourly paid staff for DB heads of departments.

Log and deal with internal and external queries relating to payroll as appropriate.

### **6. Training**

Logging additional training requests; researching and organising additional training accordingly.

Arranging appropriate training programs with external and internal trainers to meet training requirements.

## **7. Other responsibilities**

Misc admin and carrying out ad hoc tasks as required by the line manager appropriate to the role

Dealing with routine queries from staff e.g. annual leave, time off etc. and managers e.g., probationary procedures, recruitment best practice, straightforward contractual matters, etc and referring non-routine queries to Senior HR person, as appropriate.

Providing external bodies with employment references for leavers.

# Person Specification

## Essential

- 1) Core level of educational qualifications i.e. GCSEs or equivalent. inc. Maths & English (grade C or above)
- 2) Strong written and verbal communication skills and strong organizational and prioritizing skills
- 3) Knowledge of HR technologies, and current trends in recruitment and general personnel practice.
- 4) Solid knowledge of recruitment and training/learning and development processes and best practices and the understanding of information processing and documentation procedures.
- 5) Awareness of existing laws regarding recruitment, data-protection, accessibility etc. and the ability to work with the College's departments accordingly and to adhere to the legal requirements and University guidelines.
- 6) Good interpersonal and customer service skills and the ability to work with a wide range of people, including Fellows, students, alumni, and external collaborators; ability to convey HR/technical information to customers.
- 7) Capacity to work independently and to solve problems, in an organised and professional manner.
- 8) Capacity to handle multiple projects in an organized, methodical and efficient manner.

## Desirable

- 9) Educated to A level/degree level or equivalent, preferably in a social sciences-related field
- 10) CIPD qualified or motivation to work towards the professional level qualification.
- 11) Ability to generate practicable suggestions and develop Univ's HR systems