

Job description

HR Coordinator (Permanent, 4 days a week)

Department:	Chief Executive's Department
Reports to:	HR Manager
Key Internal Relationships:	Chief Executive Directors, Managers and staff Other employees HR Team
Key External Relationships:	Employment agencies Training providers General public College payroll provider College pension, healthcare and insurance organisations, benefits advisor

Main Purpose

To work with and support the HR Manager and Director of People, in the delivery of people management activities. To be responsible for providing and delivering high quality support to the HR team members as well as College staff and managers. Ensuring timely and accurate completion of specific tasks across the employee life cycle.

Main Duties

1. Support the HR Manager by coordinating the end-to-end recruitment process, including booking temporary staff, acknowledging gathering and circulating applications, organising interviews and tests, administering tests, publishing job adverts, relaying feedback to candidates and obtaining references, checking relevant documents including right-to-work checks.
2. Coordinate and deliver the induction and onboarding process to ensure successful onboarding of new employees. This will include liaison with colleagues to ensure all elements of the induction programme are covered, inputting into initial work to review our Induction to reflect hybrid working and ongoing delivery of HR aspects.
3. Carry out and record checks to ensure the College meets its obligations with respect to visas and a person's right to work in the UK as per the current Home Office guidelines and advise the HR Manager of any issues.

4. Coordinating the process and paperwork for the College's performance management and recognition processes including reviewing formwork to ensure fully completed, appraisal ratings and putting together packs for moderations, staff awards panels, pulse survey.
5. Managing the monthly pensions upload process, ensuring our outsourced payroll provider upload is compliant with auto enrolment and copies held for audit purposes. Answering and resolving staff queries related to pensions. Process all aspects of the payroll including liaising with the College's outsourced payroll provider and the Finance Department with changes to employee payroll and benefits. Answering and resolving staff queries related to pay
6. Launch, collect and summarise annual staff pulse surveys and production of KPIs pay review statistics for the Director of People.
7. Co-ordination and processing of employment and service provider paperwork, to include production of contracts, issuing and filing all employment/service documents, including but not limited to, offer letters, contracts, probation periods, contract variations, job descriptions and guiding managers through IR35 checks.
8. Co-ordination of employee's personal and HR data, including updating the Staffology HR system, monitoring and recording staff movements relating to absences and annual leave and maintaining the staff HR filing systems. Also includes leading on roll over and changes to annual leave and toil entitlements for staff, based on agreed policy.
9. Implement any agreed changes required for legal compliance relating to staff data flagged by the Director of People including data protection and recommending to the HR Manager any streamline based processing changes required and implementing once agreed.
10. Coordinating arrangements for employee entitlement to other relevant benefits e.g. Mediacash, providing data on beneficiaries as required to enable annual renewal of benefits such as life assurance.
11. Uploading and updating People communications HR policies, procedures and HR documents including organisational charts on the College People Hub as required.
12. To be the main point of contact for employees relating to the toil, leave, maternity, paternity, and shared parental leave, probationary period policies and probationary periods. Be the first point of contact for probationary period queries. This will include coordinating risk assessments with the Office Service Manager, meeting with staff to advise them on their options and related paperwork.

13. Coordinate the arrangements for all staff meetings including preparing the agenda, refreshments and managing the circulation of the teams recording.
14. Code and check invoices for payment on the College's sign off system and recommending payment to HR Manager and Director of People.
15. Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
16. Act in accordance with the College values.
17. Carry out from time to time and as directed, any other duties as required by the Director of People or HR Manager in addition to the above that will be both reasonable and within your capabilities.

Person Specification

Experience

Essential:

- Experience gained within a role that involves handling high volume administration, working proactively towards short and medium term deadlines and understanding and following procedures
- Proven experience of streamlining, automating and implementing processes
- Experience of providing advice and guidance on procedures and policies
- Experience of providing excellent customer services

Desirable:

- Working within a membership organisation and/or the charity and not-for-profit sector.
- Experience in the following, although training can be given :
 - Payroll and pensions processing.
 - Annual leave calculations for varying working patterns
 - Onboarding.
 - Providing advice and guidance on maternity related benefits, early probationary period issues and safety related practices.

Education / Qualifications

Essential:

- Evidence of continuing professional development
Relevant professional qualification (i.e. CIPD) and/or experience within HR Administration or an interest in developing within HR role

Skills and Knowledge

Essential:

- Organised with a meticulous eye for detail
- Ability to work on own initiative
- Ability to prioritise, work to deadlines and at pace.
- Evidence of applying knowledge of relevant legislation related to documentation production and retention in particular GDPR.
- A high level of confidentiality and integrity
- Good oral and written communications
- Evidence of use of systems to generate reports
- Strong Microsoft and Excel skills including development and use of Excel formulas and Microsoft mail merge.

Desirable :

- Working knowledge related to rights to work legislation.
- Using Teams and diary scheduling tools

Additional Information

The role offers non-contractual hybrid working, typically working 1-2 days a week in the office or as role activities require.

Equal Opportunities and Inclusion

- The College is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. We value the differences that a diverse workforce brings to the organisation.

Our values

