

## Capital City College Group Job Description and Person Specification

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<b>Post:</b>	HR Administrator
<b>Contract:</b>	Permanent
<b>Hours:</b>	35 per week
<b>Reporting to:</b>	HR Manager, Onboarding & Admin
<b>Grade:</b>	Grade 2
<b>Salary:</b>	Spinal Point 22 - £27,178 per annum

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### Key Purpose

To provide high quality administration support to the HR Officers, Managers and Staff within the Group to assist in a smooth running of the operational day to day tasks. To undertake general HR tasks as required appropriate to the role.

### Main Duties and Responsibilities

- Provide first line HR administration support, responding promptly and accurately to enquiries and resolving all transactional matters on HR processes and procedures, whilst escalating more complex issues, as appropriate.
- Administer end to end life-cycle transactional HR processes including leavers, payroll support and benefits administration, to ensure that all changes are checked with the employee, are recorded accurately on HR databases.
- Produce employment contracts and variations to contract in line with authorised management requests.
- Work closely with HR Officers to ensure that workforce information is kept up to date and any problems identified and addressed in a timely manner. Flag any issues of non-compliance to the HR Manager, Onboarding & Admin for action.
- Work closely with the Recruitment team to ensure smooth onboarding of candidates and support with volume recruitment of staff as and when required.
- Liaise with current and prospective employees, volunteers and external vetting agents to collate, review, process, confirm, maintain and renew relevant security clearances and other pre-employment checks - to ensure that accurate, up-to-date, auditable records are maintained of all persons authorised to work within the Group in accordance with Safer Recruitment practices.
- Running the non-payroll, off-payroll, volunteer processes proactively and on time, ensuring compliance with all requirements for maintaining a Single Central Record, where applicable.

- Develop, maintain and update electronic personnel files and i-Trent records. Ensure filing systems are appropriate, auditable and efficient monitoring, tracking, retrieval, retention and safe disposal of accurate, confidential employee data in compliance with the appropriate policies and the Groups' General Data Protection Regulations.
- To assist the HR Team, such as note-taking at meetings, as required.
- To provide support with the development and delivery of the HR induction processes, as required.
- To provide administrative support to the HR Team, as required.
- A thorough understanding of the Groups' policies and procedures.
- To provide support with the development and delivery of training, as required.
- The ability to write clear, comprehensive, ad-hoc reports and presentations, as required.

### **Expectations of the Post Holder**

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.

### **Special Conditions**

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

## Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

## Person Specification

	Criteria	Essential	Desirable
<b>Qualifications / Professional Development</b>	Educated to the Level 3 CIPD Qualification or equivalent experience		X
	Experience within an Administrative role	X	
	Evidence of continuous professional development	X	
	Customer service background	X	
<b>Knowledge / Experience</b>	Experience in a generalist HR role with exposure across all areas of HR administration, HR Operations, and Recruitment services		X
	Experience of managing a wide variety of activities, multi-tasking and delivering to tight deadlines.	X	
	An understanding and knowledge of the basic principles of employment law and best practice and its application in the workplace	X	
	Experience of using a HR database, preferably iTrent, and/or an e-Recruitment system. Adept at using IT packages.		X
<b>Skills / Abilities</b>	Skilled at using Microsoft Office software, with the ability to create, develop and write effective correspondence, reports, presentations, and maintain spreadsheets, with the ability to interpret data and identify opportunities for improvements, etc.	X	
	Demonstrable experience of continuously improving personal skills, knowledge and experience to support personal and career development.		X
	A meticulous and contentious approach, with excellent attention to detail, particularly with regards to maintaining effective audit trails and tracking/chasing missing data.	X	
	Ability to work collaboratively within team, and on own initiative, with the enthusiasm to continually improve and develop our service delivery and working practices.	X	
	Excellent interpersonal, verbal and written communication and customer service skills	X	

	Ability to develop innovative ideas and solutions		x
	Self-motivated with a 'can do' attitude and determination to get to the core of problems.	x	
	Ability to work under pressure and resolve issues proactively	x	