

JOB DESCRIPTION

JOB TITLE:	HR Assistant
DEPARTMENT/SCHOOL:	Human Resources
RESPONSIBLE TO:	Head of HR
RESPONSIBLE FOR:	No subordinate staff
PURPOSE OF JOB:	To coordinate the recruitment and onboarding process of new College employees. To manage the recruitment and safeguarding of all agency staff members. General administrative duties.

MAIN TASKS AND RESPONSIBILITIES:

- 1. HR Duties**
- 2. General Responsibilities**

1. HR Duties

- 1.1 To undertake recruitment administrative tasks, to include drafting of job advertisements, preparation of job descriptions and person specifications, preparation of appointment letters and contracts of employment; recruitment response handling and selection interview/test administration; storage and filing of recruitment related documents in accordance with data protection requirements; timely communication and liaison with all parties involved in recruitment (candidates, recruiting managers, other College staff).
- 1.2 To undertake all necessary employment checks, to include references and disclosure checks.
- 1.3 Liaise with external recruitment agencies to obtain suitable candidates for open vacancies both temporary and permanent contracts and liaise with manager accordingly, and to obtain the required safeguarding documentation.
- 1.4 To liaise with managers on all aspects of departmental recruitment and provide appropriate advice.
- 1.5 To undertake the preparation of recruitment selection interviews and administer selection tests as required.
- 1.3 To undertake staff induction sessions with newly appointed members of staff.

- 1.4 To ensure appropriate databases, spreadsheets are maintained accurately to comply with college and statutory procedures.
- 1.5 To undertake appropriate payroll administration to include collation of appropriate documentation, and the completion of payroll notifications for members of staff.
- 1.6 To liaise with managers, providing advice on changes to members of staffs terms and conditions of employment.
- 1.7 Ensures that all documentation is appropriate and maintained in an accurate manner.
- 1.8 Stores documents in a secure assessable manner which supports the work of HR.
- 1.9 Assists in the maintenance of records to produce statistical data for the College and external agencies. To provide statistical information to the HR Manager and college managers as required.
- 1.10 Assists with the monitoring of performance management processes, probationary assessment processes and other associated procedures as directed by the HR Office Manager.
- 1.11 Undertakes research and provides information to the Director of People and Organisation Development as directed.
- 1.12 To assist the HR Office Manager in ensuring that HR policies and practices are known throughout the College and adhered to. To give advice and guidance to managers and staff on the interpretation and application of HR practices, ensuring a consistent approach is adopted.
- 1.13 To have regard for the welfare of all college staff. To ensure that the HR Office Manager is kept informed of staffing situations, as appropriate.
- 1.14 To liaise with HR Office Manager on compliance of college practices and procedures. To encourage best practice within the faculties/departments and to attend faculty/departmental meetings as appropriate.
- 1.15 To ensure that the Single Safeguarding Record is complete and accurate at all times and complies with the requirements of College safeguarding policies and procedures.
- 1.16 To ensure that all new members of staff undertake appropriate induction training in accordance with the College's induction policy and to maintain associated records.
- 1.17 To monitor forward dated changes to employment, (contract end dates, changes to terms and conditions of employment etc.) and ensure that appropriate and timely action is taken.

2. General responsibilities

- 2.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
- 2.2 Complies with all College policies, practices and procedures.
- 2.3 Takes responsibility for safeguarding and promoting the welfare of children.
- 2.4 Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
- 2.5 Participates in and promotes the Staff Development and Appraisal schemes.
- 2.6 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- 2.7 To maintain the highest standards of customer service when in contact with managers, staff, students, candidates and others, in accordance with the HR Service Standards.