Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>HR Administrator</th>
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<tbody>
<tr>
<td>Department:</td>
<td>HR (within the College Bursary)</td>
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<tr>
<td>Location:</td>
<td>Murray Edwards College, Cambridge</td>
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<td>Purpose of role:</td>
<td>To undertake the administrative duties for the HR department</td>
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<td>Line manager:</td>
<td>HR Manager</td>
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<tr>
<td>Line manages:</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial responsibility:</td>
<td>N/A</td>
</tr>
<tr>
<td>Salary and Salary Band:</td>
<td>£27,500pa FTE</td>
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<tr>
<td>Hours:</td>
<td>Part-time – 15 hours per week</td>
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<td>Working environment:</td>
<td>Office-based</td>
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Main duties and responsibilities:

- Assist the HR Manager with recruitment process:
  - Working with Line Managers to ensure job descriptions are up to date
  - Posting advertisements for job roles as appropriate
  - Candidate communication: e.g. application acknowledgements and regrets
  - Collating candidate applications ready for review
  - Setting up interviews and liaising with candidates over interview arrangements
  - Administration of candidate data analysis
- Preparation of induction packs for new staff and assistance with induction process
- Administration for new staff joiners:
  - Oversee new joiner checklist to ensure all tasks completed
  - Undertake reference checks and ensure reference are received to satisfaction
  - Ensure registration completed on IT and other College systems
  - Ensure staff photos are taken and posted
  - Probation period
  - Participation in induction process for new joiners
- Administration for staff leavers:
  - Drafting leavers documentation
  - Arranging exit interviews
  - Administrative activities for ending employment
- Database administration:
  - Inputting staff data to ensure the database is maintained up to date
  - Inputting details around training, appraisals
  - Producing reports as needed
- Assistance with annual Appraisal process:
  - Following up with Line Managers to ensure the process keeps moving
  - Ensuring Appraisal documents are submitted to HR at the end of the process
- HR administration, documentation and correspondence, including:
  - Drafting and issuing employment contracts, agreements and letters
  - Drafting and issuing of other employment matters e.g. pay, working hours etc
  - Administration around annual leave, absence monitoring
  - Administration of routine employment and employee relations processes
  - Document preparation for relevant College Committees
• Assist with roll-out of new or updated staff policies
• Assist with Staff communications e.g. newsletters, updates
• Respond to staff queries in a compliant and diplomatic manner and notify HR Manager and relevant line managers of information where appropriate
• Training, including
  o Assist with researching and arranging training courses for staff
  o Assist with setting up appropriate in-house training as required
• Assist with organisation of staff events
• Ensure compliance in the above duties with employment law and keep up to date with developments in employment legislation
• Any other duties appropriate to the role

The above is not intended to be an exhaustive list of duties and responsibilities and it is expected that the duties of the role will evolve to suit the requirements of the College.

Person Specification

<table>
<thead>
<tr>
<th>Qualifications required for the post:</th>
<th>Essential</th>
<th>Desirable</th>
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|                                      | • Educated to A-level as a minimum | • Higher education qualification.  
• Certificate or higher qualification in HR Management a plus |
| Level of skills, knowledge, experience required: | • Basic understanding of employment legislation  
• Strong organisation skills, including ability to manage time effectively and juggle multiple priorities  
• Good written and verbal communication  
• Ability to conduct self and work duties in a manner compliant with employment law  
| | | • Knowledge of GDPR  
• Knowledge of Safeguarding |
| IT skills required: | • Proficient in Microsoft Outlook, and Office applications, in particular Word and Excel | • Proficiency in use of databases is desirable |
| Health and safety knowledge required: | | • Some working knowledge of Health and Safety regulations, particularly as these impact on staff |
| Language skills required: | • Must be able to communicate in English to a good level, both verbally and in writing, as English is spoken and written by all staff when on-site. | |
| Personal attributes | • Diplomacy, tact and sensitivity, combined with firmness, and the ability to be flexible in approach to suit the situation.  
• Integrity and confidentiality  
• Adherence to staff values of respect, courtesy, courage, collaboration and good humour | |