

JOB AND PERSON DETAILS

POST TITLE:	Human Resources Adviser
LOCATION:	Craven College, Skipton (Multi-site)
CONDITIONS:	Administrative, Professional, Technical & Clerical
HOURS:	30 hours per week. Hours may increase to 37 hours per week in line with the needs of the College.
GRADE/SALARY:	APT & C Scale S01 points 29-31 £25,021- £26,678 pa pro rata to £20,288 - £21,631 pa (30 hours per week)
DIRECTLY RESPONSIBLE TO:	Director of Human Resources
BENEFITS:	Excellent Contributory Local Government Pension Scheme and a range of College benefits to include flexi-time
CLOSING DATE:	Wednesday 30 May 2018 - midday
INTERVIEW DATE:	Monday 4 June 2018
POST NO:	B862

BACKGROUND

Craven College prides itself on being recognised as an Investor in People organisation since 1996, demonstrating the commitment to continuous development of staff to achieve business success. The College is seen as a good place to work and there are high levels of loyalty and pride in the College, together with high levels of employee engagement and motivation. We share an open, friendly team culture and firmly believe that staff are the College's greatest asset, contributing towards the success of the College.

As the HR Adviser you will be the first point of contact for all HR queries, maintaining and improving procedures and policies, and overseeing the new starter process. The ideal candidate will have experience within a similar Human Resources advisory position, ideally hold a CIPD qualification and possess a good knowledge and understanding of Employment Legislation. The role also involves a degree of general office administration.

We welcome applications from suitable HR professionals who share our values and who have the enthusiasm, energy, drive and resilience to support continuous improvements within the HR function.

If you experience any difficulties in accessing any employment information or completing the College Application Form please contact Janet Metcalfe, (Director of Human Resources) at jmetcalfe@craven-college.ac.uk for assistance.

JOB SPECIFICATION

MAIN JOB PURPOSE

Responsible for the day to day operation of the HR administrative function, acting as the first point of contact for all HR queries, leading the recruitment and selection process to support the Director of Human Resources in the delivery of a quality, efficient and professional Human Resource and Payroll service, in line with the HR and Quality strategy and legal requirements.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform. These may change in the future in line with the strategic direction and development of the College.

- To act as the first point of contact in relation to HR matters and employee relations issues, offering professional advice and guidance in line with current legislation, ensuring matters are dealt with promptly and efficiently;
- To manage the day to day operation of HR administrative processes, working in close conjunction with the Payroll Manager and HR Assistant, ensuring compliance and delivery of an efficient and effective service;
- To lead the recruitment, selection and induction processes in order to attract and retain high quality staff, and develop and maintain effective systems to monitor compliance with College procedures and legislative requirements;
- To deal with administration connected to payroll, including new appointments, contractual variations and terminations, ensuring accuracy and attention to detail;
- To oversee the administration and maintenance of Contracts of Employment to include monitoring temporary and probationary contracts and ongoing contract changes, in line with College procedures and legal requirements;
- To ensure that employee personal data and relevant records are accurately maintained within the SelectHR database and individual personnel files in accordance with current legislation;
- To support the Director of Human Resources with the review and continuous development of HR Policies, systems and procedures in line with the changing needs of the College and legislation, ensuring they are communicated effectively;
- To track and provide regular reports to the Director of HR on HR key performance indicators, to include recruitment, induction, probationary reviews, appraisals, qualifications, absence, disciplinaries, grievances capability and mandatory training, in line with College procedures;
- To take responsibility for the administration of occupational/statutory maternity and paternity pay, offering advice and guidance to staff;
- To be proactive in monitoring staff absence and supporting Line Managers in dealing with return to work plans and other relevant employment relations issues, in conjunction with the Director of HR;

- To act as a registered counter signatory for the DBS, ensuring checks for evidence are carried out in line with procedures and administration is carried out accurately and in line with College and legal guidelines;
- To act as Equality and Diversity representative for Human Resources, ensuring monitoring procedures, analysis and data are maintained accurately and reported in line with College procedures;
- To take a lead role in ensuring that personal data is stored, accessed and maintained in line with College procedures and GDPR requirements;
- To work as an effective team member to support the general administration function relating to the HR Department;
- You will be expected to be fully conversant with the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To participate in the College's appraisal scheme and continuously update knowledge and skills in line with the changing needs of the College;
- Any other duties commensurate with grade and status as may reasonably be requested.

PERSON SPECIFICATION

The person we are looking to appoint will have some or all of the following skills, qualities and experience.

ESSENTIAL REQUIREMENTS

- Strong professional image;
- Relevant, higher academic/professional qualification (e.g. CIPD or equivalent or working towards);
- Have a broad range of experience as a general HR practitioner;
- Experience of recruitment procedures and selection interviews;
- Up to date knowledge of relevant employment legislation and good HR practice;
- Competent with a range of IT software to include Word, Excel, Access, Internet, e-mail;
- Excellent literacy and numeracy skills;
- Ability to present complex information clearly and professionally in both verbal and written forms;
- Excellent interpersonal skills, including the ability to support and guide staff with tact and diplomacy;
- Proven ability to deal with a variety of personnel issues, maintain confidentiality and act in a supportive and advisory capacity;
- Proven ability to analyse situations accurately and find solutions to problems;
- Well organised with good general office administration skills, including data entry and report writing skills;
- Ability to multi task and deal with a diverse range of tasks to meet high quality standards;
- Ability to work consistently to high quality standards under pressure and meet tight deadlines;
- Highly self-motivated, with the ability to work effectively on own initiative;
- Ability to work as an effective team member;
- To react positively to change with the ability to work flexibly around the changing needs of the College.

DESIRABLE REQUIREMENTS

- Qualified to CIPD level 3 or above;
- Experience of working in the FE/HE Education sector;
- Experience of payroll administration and budgeting;
- Access to an appropriately insured vehicle and hold a clean, current driving licence.