



HR Coordinator – Job Description

Reports to: HR Manager

Working hours: Full-time, 37 hours per week

Salary scale points: 22 – 27

Purpose of the role

The HR Coordinator will be primarily responsible for ensuring that all recruitment and HR related administrative duties are completed in a timely and accurate manner, and act as the first point of contact for employee enquiries on recruitment, training and policies. The HR Coordinator will manage the onboarding process and provide information and assistance throughout the employment lifecycle.

Responsibilities

Recruitment, selection and new starter processes

- Liaise with recruiting manager re the vacancy, appropriate advertisement channels and selection methods
- Arrange the placing of advertisements, liaising with recruitment agencies as necessary
- Assist the HR Manager with academic vacancies, including liaising with readers and referees
- Process all applications including acknowledging, rejection letters, invitations to interview, setting and arranging interview timetables and logging Equal Opportunities forms
- Ensure selection panel members are informed and provide documentation as needed, attend interviews as appropriate
- Ensure that eligibility to work in the UK for all casual and permanent employees has been checked and request updates for visas due to expire
- Issue contracts of employment and complete other new starter documentation and processes including payroll and HR system
- Ensure recruiting managers are provided with the appropriate induction and review documentation for all new staff during the probation period, and advise where necessary
- Keep up to date with changes to the immigration system

Advice and Guidance

- Manage the HR Inbox, answer queries and provide basic practical advice to managers and employees in relation to policies and procedures

- Assist managers in dealing with requests and issues relating to maternity, absence, flexible working applications, parental leave and annual leave
- Support employees by providing information and assistance throughout the employment lifecycle. Use own initiative and considered judgment to answer queries and make suggestions in line with College policies and legal framework
- Conduct exit interviews, when necessary
- Research and undertake specific projects and other ad-hoc tasks as directed by the HR Manager, including policy reviews
- Keep up to date with developments in employment legislation, College HR policies and human resources best practice to ensure continuous development
- Support employee relations casework, including disciplinary, grievance and performance related matters
- Co-ordinate, support and participate in absence management meetings
- Assist with first day Induction for new starters
- Consult with the Bursar on HR issues during any periods of absence of the HR Manager

Provide a high level of administrative duties

- Prepare employee related letters including leaver letters, reference requests, pay and pension updates
- Produce appropriate contractual documentation and written correspondence in relation to internal transfers, terminations and variations of employment and escalating issues to the HR Manager as appropriate
- Act as secretary to the Equal Opportunity Committee, arranging meetings and taking minutes
- Deal with Occupational Health referrals and request medical reports as appropriate
- Ensure hard copy filing, electronic filing and archiving is up to date, in line with GDPR
- Monitor end of probation and annual performance reviews, alerting Heads of Department as necessary when reviews are overdue
- Deal with arrangements in the event of births, operations, long term sickness and bereavements
- Take all reasonable steps to ensure appropriate confidentiality
- Manage any HR related invoices on the system

HR Information Systems, payroll and benefits administration

- Enter all new starters on various systems as required, create user accounts
- Maintain HR records on HR information system, including changes
- Provide a HRIS 'helpdesk' service
- Monitor and follow-up on sickness forms, input on HRIS and payroll, and notify HR Manager of high levels of absence

- Collate paperwork for payroll; starters, changes, overtime and sickness absence, one off changes and update monthly payroll data sheet
- Process new members to the pension scheme and generate leaver certificates as appropriate
- Do the administration for various benefits scheme: Cycle to Work scheme, childcare vouchers and flexible benefits platform – clearly communicating any changes or news to payroll and employees
- Provide guidance on HRIS, payroll and benefits administration to the HR Apprentice as appropriate

Training

- Keep abreast of latest training opportunities available and ensure training matrix is up to date
- Assist HR Manager in facilitating workshops where necessary
- Book and organise in-house and external training courses
- Ensure employee records are up to date and alert managers when statutory training is due

Internal/external Communications

- Ensure that the latest policies, procedures, guidelines, benefits and forms are available on the College intranet and easily accessible to all staff
- Work closely with the HR Manager to ensure all staff related matters and changes are accurately communicated in the most appropriate manner, including the Staff Newsletter, intranet or website

Essential skills

- Demonstrable experience working in HR, ideally including recruitment, payroll and benefits administration
- CIPD level 3 qualified or equivalent qualifications/skills gained through experience, working towards or willing to gain a level 5 qualification (support will be provided)
- Possess a good understanding of current employment law and HR best practice
- Ability to maintain a high level of confidentiality
- Strong IT skills and experience of HR systems
- Highly organised with excellent attention to detail
- Good initiative and able to work with minimum supervision
- Able to multitask and manage competing priorities
- Confident and proactive in liaising with people at all levels and working as part of a team
- Excellent interpersonal and communication skills