

JOB DESCRIPTION

Job title:	HR Coordinator
Accountable to (line manager):	HR Business Partner – Recruitment & Reward
Scale:	E13
Workload:	14.5 HPW

Core expectations

- Ensuring Tone of Voice is consistent;
- Few rules and clear boundaries – an organisation concerned with student-focused decision making;
- Transparency, empowerment and accountability – a delegated model of authority as opposed to ‘command and control’;
- Decision making as near to the frontline as possible – responsive, learner focused.

Components of the job

1.	Provide a comprehensive HR administrative support service across the Group dealing with highly confidential information, in a timely and sensitive manner.
2.	Ensure that all pre-employment safer recruitment requirements are carried out in a timely and accurate manner, maintaining confidentiality at all times.
3.	Maintain good levels of communication with prospective candidates/new employees to ensure a positive onboarding experience.
4.	Maintain levels of communication and build relationships with recruitment managers, chasing any outstanding documents/information and providing necessary updates on recruits.
5.	Support HR Business Partners in their role; attending and taking accurate notes during formal meetings and hearings, being a first point of contact for routine advice and guidance on internal policy and procedures across the employee life cycle, with early-stage involvement as appropriate in employee relations matters.
6.	To support HR service in the Management of Sickness Absence, with first review of absence trigger data, to support line managers in absence management, to attend as HR representative in early stages of sickness absence management. Ensuring consistency with policy, signposting to support mechanisms and escalation to HR Business Partners as the complexity of each case requires.
7.	To accurately input HR data to the Group’s HR system (MHR) and Single Central Record (SCR)
8.	Preparation of HR recruitment documentation including contracts in a timely and accurate manner.
9.	Support the HR Team to maintain all staff personnel files within the HR library, including creation of new starter files and archiving leavers.
10.	

	Arrange and conduct HR inductions for new members of staff, support in the arranging and delivery of staff briefings and updates as commensurate with job role expectations.
11.	Support the team with the development/review and publication of HR policies and procedures in line with legislative and organisational changes as required.
12.	Maintain up-to-date knowledge of HR policies and procedures to confidently support managers with routine queries and ensure consistent application across the Group.
13.	Provide support to line manager and Head of Department with ongoing HR Projects, this could include research and data collection, preparation of documents and scheduling tasks.
14.	Keep knowledge of employment law and Safer Recruitment legislation up to date.
15.	Work flexibly as part of the HR team undertaking such duties as may from time to time be required.
16.	Develop and share best practice within the HR team, be actively involved in continuous improvement projects, team meetings and training as required, seeking to continuously improve systems and processes.
17.	Safeguard the health, well-being, and safety of the students and staff some of whom maybe classed as vulnerable people or adults. In the event of a risk to students or staff becoming apparent or if concerns arise about a vulnerable person's welfare, to immediately report these concerns in line with the Safeguarding policy and procedure
18.	To promote equality and diversity, ensuring equal opportunities for all students, staff and visitors
19.	Adhere to the Prevent Duty, working to safeguard students from radicalisation and extremist influences by reporting concerns in line with the Safeguarding policy and procedure and promoting British values

Method of working

Education Training Collective expects all staff to work effectively, both as individuals and as part of a team, delivering high quality education and support to students and staff. In doing so, the Group expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the Group plays in its various communities and specifically the relationships it has with schools, employers and other stakeholders. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the Group and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the Corporation and/or Chief Executive and Group Principal to meet changing circumstances. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.

I acknowledge receipt of the above job description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signed:		Dated:	
Print name:			

Personal Specification

Personal attributes required	Essential (E) or Desirable (D)
Qualifications and Experience:	
Sound general education including English and Maths and GCSE grade C or above.	E
CIPD Level 3 Foundation Certificate in Human Resource Practice, working towards, or willing to work towards.	D
At least 1 year working within a Human Resource function	E
Knowledge, skills and abilities:	
Experience of Human Resources administration	E
Ability to apply high levels of accuracy in processing data through use of systems and databases.	E
Ability to prioritise workload, excellent time management and dealing with conflicting priorities.	E
Experience of producing accurate and complex employment/contractual documentation and correspondence.	D
Experience of working in public sector/ education/ FE College	D
Ability to provide basic advice on employment terms, conditions, policies and procedures	D
Ability to work to deadlines and within defined standards	E
Ability to compose and produce standard letters and reports using IT applications (e.g. Word, Excel, Outlook and databases).	E
Ability to deal sensitively and appropriately with confidential information	E
Highly developed interpersonal and communication skills	E
Excellent organisational skills	E
Excellent IT skills	E
A commitment and understanding of Safeguarding and in creating and maintaining a safe environment for all	E
An appreciation of Equality and Diversity within the workplace and a commitment to actively support and implement the College's Single Equality Scheme	E
Attitude and Behaviours:	
Friendly, welcoming and professional with all employees, students and visitors.	E
Motivational, positive and enthusiastic approach	E
Willing to embrace change	E
Be self-motivated and have a solution focused approach.	E
Other:	
Satisfactory Enhanced DBS check with relevant barred list checks	E

Full UK Driving license/ facility to visit offsite locations	D
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