



Human Resources Coordinator
Ref: VBSS22.02

1. The Appointment

We have an exciting opportunity for an experienced coordinator to join our busy and friendly HR team to provide and deliver a highly responsive and professional HR administration and front line customer service to all business areas of the college.

Reporting to the HR Operations and Payroll Manager your key responsibilities will include the co-ordination of all recruitment activity including responding to applicants, preparing interview packs and maintaining accurate database of employment data.

We are looking for someone with excellent interpersonal skills who loves the challenge of managing a varied and busy workload. The role requires attention to detail and you will need first class organisational and time-management skills to ensure that all deadlines are met whilst ensuring that work priorities between both teams are met whilst providing a professional service.

You will have excellent interpersonal and communication skills and confident in dealing with people at all levels.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main duties and responsibilities

General duties:

- a) To act as the first point of contact for HR related queries in person, email and over the phone, providing information, advice and guidance in relation to a broad range of HR queries that are responded to in a timely manner or referred to the appropriate person within the department.
- b) To coordinate all aspects of an employee's relationship and engagement with the College including recruitment, terms and conditions of employment, ensuring compliance with employment legislation, Keeping Children Safe in Education and College policies.
- c) Maintain departmental e-filing systems and archive documents where and when appropriate, ensuring that all HR correspondence and supporting documentation are scanned and clearly recorded.

Recruitment & Selection

- d) To liaise with HR Business Partners on weekly recruitment panel feedback. To advertising vacancies in line with the authorisation paperwork and prepare all associated documentation.
- e) Provide HR Business Partners with regular updates / progress reviews in respect of the entire recruitment and selection process to ensure they are kept fully informed and can provide line managers with a high level of service from the department.
- f) Supporting the interview process and assessment centre including being an active panel member.
- g) Support the Business Partners with the colleges quest to become an employer of choice; reviewing the effectiveness of advertising sources, recommending and implementing solutions such as social media and other advertising means.
- h) Assist with any short term agency staff requirements the college may have, liaising with Business Partners, Managers and Agencies to source and set up the agency member of staff on itrent and ensure that all appropriate checks are in place.

New Starter Process

- i) Coordinate and administer the process for new employees, for example; prepare contracts, offer letters and process all pre-employment checks in line with Keeping Children Safe in Education..
- j) To be responsible for ensuring that all information requested as part of the offer of employment is received before the employee commences employment to include:
 - ❑ Co-ordinating and administering the Disclosure and Barring Service (DBS), List 99 and prohibition checks and inform the Human Resources Business Partner of any issues of concern so that they can be appropriately addressed and resolved.
 - ❑ Ensuring essential qualifications are evidenced and that copies are retained on the employee's electronic personal file.
 - ❑ Co-ordinating and administrating the requesting, receiving and actioning of employment references and informing the Human Resources Business Partner of any issues of concern so that they can be appropriately addressed and resolved.
 - ❑ Ensuring that the right to work in the United Kingdom is followed through.
- k) Action variations to employment terms and conditions, raising all appropriate documentation including contracts of employment and monitoring their timely return and signing.
- l) Activate new employee records on the HR System, ensuring they are attached to the appropriate area of the structure and automated workflows, including liaison with IT to request system access for new employees in readiness of their first day of employment.
- m) Liaise with the Organisational Development Coordinator ensuring all new staff are invited to the scheduled college induction.
- n) Produce new electronic employee files, ensuring that all information is filed and recorded in an appropriate and timely manner and available for review whilst adhering to GDPR and Data Protection legislation.

- o) You will reflect contractual changes on the integrated HR / Payroll system ensuring that the data is inputted accurately and meets the requirements of payroll cut off, thereby maintaining data integrity and quality and ensuring that all changes are actioned efficiently and effectively.
- p) Monitor progress on all contractual issues, maintaining an update / summary as directed, to include diarising the end of fixed term contracts, secondments etc. and updating the relevant Business Partners for action and review with the line managers.
- q) Liaise with recruiting managers to complete risk assessments where appropriate and escalate to the Head of HR or HR Operations & Payroll Manager for approval.

Probationary & Appraisal

- r) Assist with the monitoring and tracking of probationary and appraisal reviews for the areas you support.
- s) Support the probationary and appraisal review process by inputting accurate and timely employee data into the HR system and produce any subsequent employee documentation to include confirmation in post letters following the successful completion of probationary periods and appropriately actioning any changes related to terms and conditions of employment.

Leaver Process

- t) Raise and follow through to conclusion all action and documentation relating to leavers including the gathering of exit interview responses and forwarding any areas of concern to the HR Business Partner.

Administration

- u) To undertake the administration associated with all leave and absence procedures to include the input of absences such as Maternity, Paternity onto the iTrent, confirming in writing if requests for special leave have been authorised.
- v) To complete administration duties such as the collection and distribution of post, monitoring and responding to queries received to the HR Team email and filing.
- w) To support the HR Business Partners with meetings such as Maternity and Paternity, disciplinary and grievance cases as and when required.
- x) Work in partnership with the Human Resources Team Leader to undertake quality audit checks and cleansing of data within the single central record in line with Keeping Children Safe in Education.

2.2 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.

- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
HR related qualification e.g. CPP / CIPD		✓
English to at least level 2	✓	
Maths to at least level 2	✓	
Experience:		
Recent and relevant experience of working in a HR administration or coordination role.	✓	
Experience of producing contracts of employment, offer letters and co-ordinating all pre-employment reference activity.	✓	
Experience of providing advice, guidance and interpretation in respect of terms and conditions of employment	✓	
Dealing and resolving front line queries relating to employee resourcing, relations, reward and development	✓	
Utilising and maintaining an integrated HR / Payroll system	✓	
Analysing and interpreting data	✓	
Previous experience of working within the FE sector		✓
Evidenced experience of evaluating outcomes and impact		✓
Skills /Knowledge		
Excellent IT skills and competent user of Microsoft Office packages	✓	
Excellent interpersonal and communication skills	✓	
Solution orientated	✓	
Ability to prioritise and manage own workload	✓	
Ability to work on own initiative	✓	
Work independently and as part of a team	✓	
Completer Finisher	✓	
Ability to persuade others	✓	
Current knowledge of employment law and employment practices	✓	
Qualities		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	

	Essential	Desirable
Flexible and professional approach	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	
Ability to work as part of a team to achieve common objectives	✓	

4. Position within the College

The post holder will be part of the Human Resources Team and will report directly to the HR Operations and Payroll Manager.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services Contract.
- b) The salary will be Band 5, £22,304 per annum.
- c) You will be required to work 37 hours per week on a flexible basis in a split role capacity.
- d) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- e) The post holder may be located at any West Nottinghamshire College site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to return their application form by **Sunday 30th January 2022**.

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves, the cost (£46.50 for an enhanced disclosure) will automatically be deducted from their first salary payment.

It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.