

June 2019

Thank you for your interest in the post of HR Administrator (fixed term). Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to Katharine Osborne, Head of Human Resources:

Email: Katharine.osborne@westdean.org.uk

Tel: 01243 818 313

Closing date for applications: 10th June 2019

Please note that this role is a full time position. However we are willing to consider part time working hours, the minimum being 28 hours. Please state on your application if you are applying for reduced working hours.

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

JOB DESCRIPTION

JOB TITLE	HR Administrator (fixed term)
LOCATION	West Dean College of Arts and Conservation
DEPARTMENT	Human Resources
MAIN PURPOSE OF ROLE	Provide administration support and general assistance to the HR Team in all HR matters including recruitment, employee data, employment documentation and processing queries from employees.

GENERAL DUTIES AND RESPONSIBILITIES

- Process day to day queries from employees in an efficient and timely way, forwarding to the HR Officers as appropriate
- Working closely with the relevant HR Officer to provide administration support to the recruitment process. This may include assisting with compiling job packs, posting job adverts and communicating with candidates and staff to arrange interviews
- Support the team with raising employment documentation such as contracts of employment and any associated variations.
- Oversee the new starter administration process ensuring new employees receive all relevant information, details are accurately entered on the HRIS system and all relevant parties are informed.
- Support the HR Officers with new staff inductions as appropriate.
- Ensure the employee electronic files are complete and kept updated.
- Oversee the data within the HRIS system producing reports as requested.
- Oversee the leaver administration process ensuring all leaver information is entered into HRIS and the relevant parties informed
- Support the HR team with administration support and assistance with any of the ongoing projects and initiatives

General

- Build and maintain excellent working relations, both internally within West Dean and with external partners and suppliers.
- Undertake any other duties as may be reasonably requested by the HR Team.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Experience

Previous administration experience	Essential
Experience of working in a data sensitive and customer centered environment.	Essential
Knowledge of HR	Desirable
Experience of working with information systems	Desirable

Education / Qualification

Degree in relevant area (administration/HR)	Desirable
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Skills

Excellent customer service skills, positive, solutions focused approach	Essential
Awareness of Data Protection issues and the need for confidentiality	Essential
Strong administrative, organisational and numeracy skills	Essential
Excellent communication skills both written and oral	Essential
Good understanding of IT specifically Microsoft Office	Essential
Ability to be discrete and maintain confidentiality.	Essential

Personal Characteristics

Ability to prioritise and work effectively under pressure	Essential
Ability to work as part of a team.	Essential
Professional, proactive and approachable manner.	Essential
Confident communicator, with the ability to build relationships both internally and externally.	Essential

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Fixed term 6 months
Duties :	As attached job description
Salary:	£18,500 full time equivalent. Payable monthly in arrears by BACS
Hours:	Full time (35 hours per week). Part time hours maybe available
Holidays: inclusive of	33 days per holiday year for a full time equivalent (1 October to 30 September) Bank Holidays (pro rata).
Sickness:	10 days in any consecutive twelve month period, or longer period at West Dean's discretion, after six months' continuous service (pro rata)
Benefits:	Contributory pension scheme, subsidised meals, free and discounted places on short courses at West Dean College.