

## JOB DESCRIPTION

### HR Assistant

#### College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

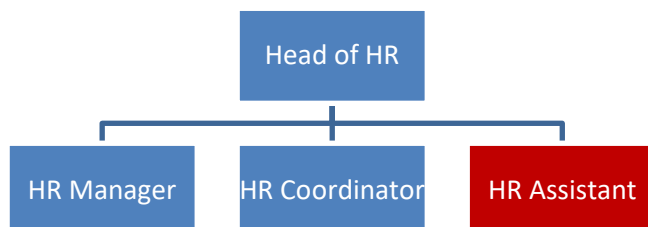
Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

#### Role Purpose and Department Structure

**Team/ Department:** Human Resources

**Reporting to:** The Head of HR

**Close working with:** The post holder will work closely with members of the HR team, support Managers, Staff and Fellows; liaising with Payroll, Finance.



#### Purpose of Job

The HR Assistant will support the HR Team in the provision of a professional HR service through proactive, effective and accurate administration using the systems and procedures of the HR Department, including maintenance of HR databases. They will act as the first point of contact for routine employee enquiries, and they will support the effective application of HR procedures. The HR Assistant is expected to build effective professional relationships with College staff, the University, and external bodies - recruiters and service providers.

#### Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

##### Recruitment, selection, and General Administration

- Undertake administrative tasks and processes for staff and academic recruitment Activities. This includes liaising with recruiting managers/ selection panels regarding advertising vacancies, preparing

advertises, posting job vacancies on appropriate advertisement channels, arranging interviews and corresponding with applicants pre and post interview.

- Prepare the candidate information and correspond with candidates accordingly.
- Complete the administration of eligibility to work in the UK for all categories of workers and volunteers and support the HR Coordinator with the administration involving visa/work permit applications for non-UK candidates.
- Responsible for drafting of offer letters and contracts, creating and issuing new starter offer packs.
- Manage the general HR Inbox and triaging tasks appropriately, prioritising and identifying action required across a range of correspondence and proactively providing routine information and assistance to employees - escalating to the HR Coordinator and/or HR Manager where necessary.
- Undertake the administration of risk assessments and correspondence for family friendly leave (maternity, paternity, special leave, etc) and answer any general queries, escalating as appropriate to the HRC and HRM.
- Coordinate the leaver exit feedback process.
- Produce appropriate documentation and written correspondence in relation to variations of employment, end of employment and other contractual changes.
- Ensure that the HR hard copy and electronic files are kept up to date, archiving where necessary, and work closely with the HR Coordinator to ensure compliance with data protection regulations.

#### HR Information Systems, payroll and benefits administration

- Working closely with payroll, maintain and update the HR system (IRIS Cascade), including pay records; setting up new joiners, processing leavers and any other payroll changes including administration of the annual cost of living and other salary increases.
- Complete the administration for various benefits schemes: e.g. Cycle to Work scheme, childcare vouchers, Medicash, etc.
- Ensure all current job descriptions are formatted correctly and kept up to date electronically.

#### Training

- Book and organise in-house and external training courses.
- Work closely with and support the HRC in ensuring central training records (electronic training database and/ or Cascade) are up to date and initiate correspondence to employees and relevant individuals on mandatory training (including periodic refreshers) for PREVENT, health and safety, fire training etc.

#### Stakeholder Management

- Build effective relationships with employees at all levels, the University, and other external bodies to provide a professional service with reference to fundamental HR processes and policies.
- Proactively support the HRC, line managers and employees regarding generalist HR admin activities to enable a smooth and professional process and excellent experience for all who deal with the HR department.

#### General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Head of HR.

**Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.**

## PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
CIPD (level 3) qualified/working towards, or equivalent qualifications/ skills/ experience		✓	CV and Cover Letter
Evidence of continuing professional development	✓		Interview
Skills and Experience	Essential	Desirable	Method of assessment
Experience of working in a generalist HR role to include high level of HR administration, recruitment, and pay & benefits administration	✓		CV and Cover Letter
Possess an understanding of HR best practice	✓		Interview
Excellent IT skills and highly competent using the full suite of Microsoft Office products	✓		Assessment Exercise*
Excellent working knowledge of HR systems (e.g. IRIS Cascade)	✓		References
Ability to prioritise workload to meet multiple deadlines, forward plan and manage a number of tasks effectively at the same time	✓		
Excellent accuracy and attention to detail and ability to maintain this under pressure	✓		
		✓	
Experience of working within the Higher Education sector			
Personal qualities	Essential	Desirable	Method of assessment
Can-do attitude, self-motivated, able to take initiative and work with minimum direction	✓		CV and Cover Letter
Effective organisational and planning skills	✓		
Able to operate with diplomacy and tact with excellent customer service skills	✓		Interview
Calm under pressure and able to manage multiple priorities	✓		Assessment Exercise*
An ability to work to a high standard with excellent attention to detail	✓		References
Confident and proactive in liaising with people at all levels and working as part of a team	✓		
Professional manner – maintaining confidentiality and discretion	✓		
A flexible, adaptable, and proactive attitude towards work	✓		

**As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.**

## EMPLOYMENT

<b>Salary</b>	USSS Point 28-32 - £25,900 to £28,800 (Pro-rata) (depending on skills and experience).
<b>Working arrangements</b>	Part time, 28 hours per week
<b>Contract term</b>	Fixed term 12 months – possibility to make permanent following review and discussions.
<b>Annual leave</b>	Pro-rata of 26 days paid holiday plus 8 public holidays.
<b>Other</b>	<p>We also offer:</p> <ul style="list-style-type: none"> <li>Life Assurance 3 X Annual salary</li> <li>Employee Assistance Programme</li> <li>Workplace Pension</li> <li>Cycle to Work Scheme</li> <li>Electric Car Scheme</li> <li>Access to Healthcare (Medicash)</li> <li>Gym &amp; swimming pool</li> <li>Free Staff Lunch and refreshments</li> <li>Staff discount to hold private events in College</li> <li>Local Discounts via the University</li> <li>Access to a Holiday Playscheme</li> <li>Agile Working</li> </ul> <p><b><i>Some of the above are non-contractual</i></b></p>