EMMANUEL COLLEGE

Further particulars relating to the post of HR Administrator

The College

Emmanuel College is one of the larger Colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 170 college staff led by the senior management team of the Master, Bursar and Senior Tutor. The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by a Committee structure.

The main college site occupies extensive grounds, sited in the centre of Cambridge and provides an environment for learning and living that is both beautiful and peaceful. The relationship between College and University is academic rather than administrative. In all matters relating to staff management, the College is completely autonomous. Members of staff are employed by the College, which handles all contractual and personnel matters.

The College is known for its warm, friendly and welcoming approach to every member of the Emmanuel community.

The Post

This full-time post working 36.67 hours per week within the newly established small HR and Payroll Department provides support to Heads of Department, Line Managers and staff through the full employment cycle.

Person Profile

The College is seeking to appoint an experienced HR Administrator to this newly created role working within the busy HR and Payroll Department with responsibility for a variety of routine HR tasks and providing support to the payroll function as directed.

The duties of the HR Administrator are set out in more detail in the attached Job Description.

The person appointed will have excellent communication skills, both written and orally along with the ability to work flexibility and at all levels. Excellent IT literacy, including Microsoft Word, Excel and Outlook are also essential as are strong organisational skills. Ability to work on own initiative producing documents and templates to the highest standard. Recognising when issues require immediate escalation to the Head of HR

The role requires a pro-active approach along with the ability to prioritise a busy and varied workload. The motivation to work on their own and as well as part of a small team whilst developing effective working relationships is also essential.
**Education and Qualifications**

It is desirable for the successful candidate to have, be working towards or prepared to work towards, a CIPD qualification with a willingness to undertake further HR training. Experience in a generalist HR role is essential and some payroll experience would be an advantage.

**The Rewards**

The College Terms and Conditions of Employment provide for:

- 25 days annual holiday for full-time positions, in addition to statutory bank and public holidays.
- Membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- Salary within the range of £22,049 to £26,853 per annum dependent upon qualifications and experience.

Other benefits include:

- Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Car parking in central Cambridge,
- Access to the College Gym and swimming pool,
- Permanent Health and Life Insurance in conjunction with pension schemes,
- Full-time position for a total of 36 hours 40 minutes per week, worked in accordance with a flexi time scheme from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours.
- Various discount schemes are available from local traders

**Application**

Applications should be via completion of the enclosed application form together with a hand written covering letter supporting your application.

The post is available immediately and the successful candidate will be expected to start as soon as possible.

Applications should be via completion of the application form together with a hand written covering letter. The closing date for receipt of applications is 5pm on Wednesday 17 July. Interviews for this post will be held week commencing 22 July 2019.

Applications should be addressed to the Bursar’s Assistant, Emmanuel College, St Andrews Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential” or via email to hr@emma.cam.ac.uk.