EMMANUEL COLLEGE

Job Description for – HR Administrator

Line Manager – HR Manager

BACKGROUND INFORMATION

Working within a small team the post holder will provide administrative support across the HR function with a variety of generalist tasks.

SKILLS REQUIRED

The postholder will have strong organisational skills along with the ability to manage a busy and varied workload along with excellent communication skills, both in writing and orally. Attention to detail and excellent IT skills including MS Office are essential as is the ability to work both independently as well as part of a small team.

A background in administration is essential and some experience in a HR setting would be beneficial but not essential.

PRINCIPAL RESPONSIBILITIES

Under the direction of the HR Manager, to ensure timely completion of work in accordance with instructions as may from time to time be issued by the College in connection with a variety of duties which include the following:

Recruitment

1. Liaise with HR team over recruitment, job descriptions and adverts before advertising of positions.
2. Co-ordinating interviews, including liaising with line managers and candidates along with the creation of interview packs
3. Liaise with candidates upon arrival and ensure room / refreshments are available

Training Courses

1. Booking relevant training courses as directed by the HR Manager and liaise with training providers as necessary.
2. Recording and maintaining staff training records for each person on the HRIS.
3. Updating IHasco training records on internal database

Absence Management

1. Supporting the monitoring & recording sickness absence and other paid or unpaid leave within the HRIS, as necessary and in liaison with line managers.
Leavers
1. Updating the HRIS in liaison with the HR Manager.

General HR Support & Administration
1. Responding to staff queries including those for Cascade access and iHasco training portal.
2. Right to work checks for all new staff including casual workers and pensioners
3. Manage and maintain accurate HRIS, including the creation of a confidential record for staff, casuals, fellows and pensioners of the College
4. Drafting letters, including references for review by HR Manager
5. Preparation of management information from the HRIS as required by the HR Manager, Head of HR, Bursar or College Officers
6. Maintain a list of Long Service awards, liaising with the Master’s PA and the Finance Department in connection with issuing awards
7. General HR administration as required by the HR Manager, Head of HR, Bursar or College Officers
8. Minute-taking during HR meetings where needed and ensure action points are noted
9. Issuing medical vouchers i.e. eyecare or flu vouchers

Pensions Administration
1. Maintain a list of staff retiring from Emmanuel
2. Maintain pension records of all deferred and current pension members along with pensioners
3. General administration of pension schemes including uploading pension leaver and joiner documentation and circulating Annual Statements
4. Supporting both Secretary to the Trustees for ECSSPS (AVIVA), the Trustees and HR Manager/Head of HR in relation to the administration of the scheme

Any other duties and responsibilities consistent with the post of HR Administrator as may from time to time be required.

The observance at all times of all College Policies including, but not limited to, the College Data Protection Policy and Equal Opportunities. Copies of College policies are available on the College website.
## PERSON SPECIFICATION

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<tr>
<th>JOB TITLE</th>
<th>HR Administrator</th>
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<td><strong>PERSONAL SPECIFICATION</strong></td>
<td><strong>ESSENTIAL</strong></td>
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<td><strong>Qualifications</strong></td>
<td>• A Level’s or equivalent</td>
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| **Skills & knowledge** | • Excellent organisational and administration skills.  
• Excellent communication skills both verbally and in writing and ability to communicate effectively with a wide range of people.  
• Excellent IT skills, including MS Office | |
| **Relevant Experience** | • Experience in a busy administration role | • Experience working within a HR setting. |
| **Personal Attributes** | • Flexible approach to work and adaptive to change.  
• Ability to work independently and as part of a team.  
• Ability to use own initiative.  
• Remain calm under pressure. | |
| **Special Conditions (e.g. must hold driving licence/able to work weekends)** | N/A | |
| **Membership of a Professional Body** | N/A | |
| **Other Requirements** | N/A | |