EMMANUEL COLLEGE

Further particulars relating to the post of HR Coordinator

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 part-time post working 20 hours per week within a small, but busy 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 generalist with strong ER skills to work within a busy team with responsibility for a variety of HR tasks.

The role requires a pro-active approach along with the ability to prioritise a busy and varied workload whilst developing effective working relationships is also essential.

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

The person appointed will have:

- Excellent communication skills, both written and orally;
- The ability to manage a busy and demanding workload and work flexibility within a small team;
- Excellent IT skills, including MS Office;
- Strong organisational and time management skills;
- Ability to work using own initiative;
- Excellent attention to detail and producing documents and templates to the highest standard;
• Ability to deal with tasks and enquiries sensitively and in the strictest of confidence;
• Recognising when issues require immediate escalation to the Head of HR.

**Education and Qualifications**

The successful candidate will have or be working towards a CIPD qualification with a willingness to undertake further HR training as appropriate. Experience in a generalist HR role is essential and some payroll knowledge would be an advantageous but not essential.

**The Rewards**

The College Terms and Conditions of Employment provide for:

• 25 days annual holiday for full-time positions, pro-rata for part-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 £17,320 to £18,362 per annum dependent upon qualifications and experience.

Other benefits include:

• Meal is available at lunch time at College expense,
• Travel to work loan scheme,
• Access to the College Gym and swimming pool,
• Permanent Health and Life Insurance in conjunction with pension schemes,
• Part-time position for a total of 20 hours per week, worked in accordance with a flexi time scheme for a minimum of 3 days each week 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 covering letter supporting your application.

The closing date for receipt of applications is 5pm on Friday 25th February. Interviews for this post will be held week commencing 7th March 2022.

Applications should be sent via email to hr@emma.cam.ac.uk.