EMMANUEL COLLEGE

JOB SPECIFICATION HR ASSISTANT

Full time post, line manager, Head of HR.

THE POST

Under the guidance of the Head of HR the post holder will provide administrative and advisory support across the HR and payroll function whilst maintaining the utmost confidentiality.

SKILLS REQUIRED

Strong organisational skills and the ability to manage a demanding and varied workload, attention to detail along with excellent IT skills including Word, Outlook and Excel are essential as is the ability to work on one’s own as well as part of a small team. Excellent communication skills both written and orally along with the ability to communicate at all levels are also essential.

Previous HR experience and knowledge of employment Law are essential as is the ability to work flexibly. Some Payroll experience is also beneficial but not essential.

PURPOSE OF THE JOB

Under the guidance of the Head of HR, 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:

1. Provide support to Heads of Departments and Line Managers in relation to College policies, procedures and legislation e.g. absence policy, performance Management and Working-time directive.

2. Manage and maintain accurate HR data including a confidential personnel record for employees of the College including training and absence records.

3. Prepare new joiner paperwork including offer letters, reference requests and produce induction packs.

4. Setting up new starters and carrying out right to work checks.

5. Liaising with Heads of Departments to manage and monitor probationary periods.

6. Assisting with staff recruitment including drafting job descriptions, adverts and arranging interviews.

7. Drafting letters including personal and mortgage references.
8. Researching and drafting new College HR policies as required.

9. Update Policies and Benefits as necessary.

10. Organisation of training i.e. Manual Handling and Fire Safety Training and that requiring external consultants as required.

11. Preparation of management information from the Payroll/HR database on a regular basis as required.

12. Maintenance of accurate absence records along with monitoring of sickness absence and administration of the Bradford Factor scheme.

13. Liaising with Heads of Department over staff returning to work following long term absence.


15. Managing the Specsavers Eye Care Voucher scheme or alternative healthcare voucher scheme offered by the College.

16. General HR administration as required by the Head of HR, Bursar or College Officers.

17. Liaison with Pension schemes including administration for starters, leavers and those retiring. Dealing with enquires from the pension schemes.

18. Advise staff and Heads of Departments where appropriate on matters relating to stipends, salaries, increments and pensions.

19. Maintain records pertaining to Permanent Health Insurance or similar schemes as may be introduced from time to time - and liaise with the relevant bodies.

20. Minute taking during HR meetings.

21. Supporting the Payroll function during busy periods.


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

24. To observe the Computer Acceptable Use, the College Equal Opportunities and the Health & Safety Policies at all times. Copies of these policy documents will be given to you during your induction process.