

Job description: People Operations Administrator

Status	Fixed Term (8 Months FTC)
Base	Waterloo Centre <i>Post holder will be required to work across College sites and at other locations</i>
Salary	Circa £25,991 (including LWA) per annum
Reports to	<i>People Operations Business Partner</i>
Manager to	<i>No line management responsibility</i>

ROLE PURPOSE

To assist the HR team in providing a professional HR service by providing high quality administrative support for all People Operations related processes.

MAIN ACCOUNTABILITIES

HR Activity

1. Ensure that all internal and external customers are attended to, based on queries either by email, phone, letter or face to face where appropriate.
2. Co-ordinate the HR inboxes (Ask HR queries, HR, Staff Development and Recruitment) and respond to enquires where appropriate and liaise with colleagues to ensure that more complex queries are directed and responded to.
3. Respond to straightforward policy and process queries, providing appropriate advice and guidance in line with Morley policy, ensure that urgent items are prioritised and that any issues are highlighted and resolved as quickly as possible; escalate to the HR Manager

Recruitment

4. Assist with the co-ordination of recruitment campaigns, including uploading recruitment adverts onto Morley's website and other websites, arranging interviews, sending candidate's assessments and interview invites, notifying unsuccessful candidates on their application or interview or keeping them informed of the progress of their application, and addressing "on the day" arrangements.
5. Keep an accurate record of the number of applicants requesting application forms for a particular advertised post and the number of forms returned. Electronically record all applicant details for recruitment monitoring purposes.
6. Undertaking all other administrative tasks related to the recruitment process including producing shortlisting and interview packs for panels.
7. Assist with drafting and sending out contracts.
8. Ensure the pre-employment process is followed for all new starters, processing DBS checks, obtaining references, eligibility to work, declarations of interests, and other checks).

Staff Development

9. Assist with the administration of staff development for both internal and external training, including booking courses, catering, rooms, etc. and liaising with staff and training organisations.
10. Assist with the administration of staff benefits including the staff discount scheme.
11. Maintain accurate and timely personnel and training information on the HR database.

HR Database and Reporting

12. Assist with the inputting of starters and leavers, contractual amendments, change of details, annual leave and recording of sickness and other leave on the HR Database (Access People), including the provision of letters

- and contracts and administering systems changes within a timely manner.
13. Liaise with Payroll to ensure staff are paid accurately and support the resolution of queries
 14. Assist the HR Officer with the production of appropriate records from the HR database for the purpose of auditing and monitoring employee data.
 15. Maintain new starter and pay details for teaching staff on the timetabling database (Unit-e)

General

16. Attend meetings and events, including taking notes and preparing paperwork as required.
17. Support the department in reviewing processes and implementing changes to improve efficiency.
18. Maintain high standards of fairness and consistency in the treatment of all staff and candidates.
19. Ensure staff data is treated in accordance with GDPR legislation, ensuring confidentiality at all times.
20. Undertake weekly filing ensuring that all information is stored securely and within a timely manner.
21. Maintain personnel files and databases including information on qualifications, staff development and appraisal.

GENERAL COLLEGE RESPONSIBILITIES

1. To attend relevant training and meetings as required.
2. To be committed to Continuous Professional Development (CPD).
3. To contribute to the effective management and promotion of equality and diversity and safeguarding.
4. To work in accordance with GDPR, the Health & Safety at Work Act and the College's Safeguarding and Prevent policies, ensuring the College is a safe environment for staff, students and visitors.
5. To work at all times in accordance with Morley College's policies and procedures.
6. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will work closely with;

- People Operations team
- Payroll team
- College staff
- Candidates and hiring managers

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	People Operations Administrator
Essential Criteria:	
<ul style="list-style-type: none">• Educated to Level 3 (A Level or equivalent) or above and GCSEs (or equivalent) in English and Maths at grade C or above• Proven administrative experience in a complex organisation.• Excellent verbal and written communication skills, with the ability to communicate appropriately to the audience and prepare correspondence.• Good IT skills, including MS Office Word, Excel and Access• Ability to identify and prioritise work and to use initiative in problem-solving and when dealing with queries• Ability to work to high levels of accuracy and excellent attention to detail• Excellent organisational skills and the ability to meet deadlines• Excellent interpersonal skills with an ability to establish good working relationships with particular emphasis on customer care• Ability to deal sensitively and in a tactful manner with job applicants, staff and other users of the College's services• Ability to work in a pressured environment• Ability to maintain strict confidentiality at all times• Have a commitment to and be able to demonstrate knowledge of health and safety, safeguarding and equality and diversity as appropriate to the post• Able to work both independently and as part of a team	
Desirable Criteria	
<ul style="list-style-type: none">• CIPD Level 3• Administrative experience within an HR department• Understanding of HR processes.• Knowledge of recruitment and staff development administration• Knowledge of best practices in HR and its application	

April 2024