

JOB DESCRIPTION

Post:	HR Generalist
Reports to:	Director of HR
Grade:	Business Support
Salary:	£32,000 pa

1. Main Purpose and Scope of the Post

- 1.1 Support line managers on staffing transactions and the operation of College procedures. This will include all aspects of recruitment and selection, maternity, paternity, issuing of contracts, advice on pay, efficient staff utilisation, processing changes and leavers.
- 1.2 Responsible for the HR database in terms of systems development, accurate and timely input, ensuring robust systems and training existing and new staff on its operation. Provide management information and systems administration as required.
- 1.3 Maximise the development and efficient use of the HR database and other systems.
- 1.4 To work closely with the Director of HR, Senior Employee Relations Advisor, Payroll Manager & HR Co-ordinator to contribute to the overall aims and standards of the HR Service.

2. Main Activities and Responsibilities of the Post

- 2.1 Support and coach line managers on the operation of all College processes to ensure that staff starters, leavers and changes are correctly authorised and processed. Ensure processes are efficient, robust and in line with audit and financial regulations and College procedures. Review College processes and procedures as required.
- 2.2 Ensure that changes including those affecting employment and/or pay are accurately processed, authorised, recorded appropriately and to deadline.
- 2.3 To support the team members in carrying out the full range of HR administrative processes including those related to payroll, recruitment and selection, appointments and terminations, contractual variations, note taking, sickness absence and performance management.
- 2.4 Provide advice to team members as and when necessary
- 2.5 Develop and produce regular management information.
- 2.6 Develop and implement revised staffing policies, procedures and processes.

- 2.7 Provide training and support to line managers on the operation of the College's procedures and processes as required.
- 2.8 Contribute towards achievement of personal, HR Department and College performance and business targets.
- 2.9 Any other duties commensurate with the role.

General

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and corporate targets within the College's annual planning and staff performance review processes and budgetary constraints in order to create and maintain high performance of students and the College and:

- Actively promote the values of the College: student focus, responsibility, integrity, collaboration and respect.
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
- Comply with and promote College Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required.
- Adhere to and ensure compliance with all College Procedures and as detailed in the Staff Handbook.
- At all times seek to serve the best interests of the College.

PERSON SPECIFICATION : HR Generalist

Please study the items in this Person Specification carefully and when completing your Application, please provide evidence of your knowledge, skills and experience in terms of those particular items.

	Essential requirements	Desirable requirements
Qualifications	<ul style="list-style-type: none"> • Good standard of education • CIPD – Foundation certificate or a willingness to study 	<ul style="list-style-type: none"> • Level 5 – Intermediate
Knowledge	<ul style="list-style-type: none"> • Knowledge of HR Administration / Transaction processes and systems 	<ul style="list-style-type: none"> • Employee relations / employment law
Experience	<ul style="list-style-type: none"> • Experience of working in a fast paced HR environment (including experience of payroll and / or recruitment processes) • Experience of using HR systems for reporting and monitoring KPI's (key performance indicators) • Experience of organising and prioritising workloads of others • Ability to work unsupervised and use own initiative • Experience of using Microsoft Office Applications i.e. Word, Excel and accurate data input skills. 	<ul style="list-style-type: none"> • Experience of working in an FE college • Experience of I-Trent HRIS • Writing internal HR processes and procedures
Skills & abilities	<ul style="list-style-type: none"> • Good communications skills, written and oral • Attention to detail / accuracy • Good supervisory skills • Good problem solving skills • Ability to work to competing deadlines and multi-task • Outstanding customer focused skills • Accurate numeracy and the ability to undertake intermediate calculations 	
Other	<ul style="list-style-type: none"> • Work flexibly to meet the requirements of the job role 	