

**Job Description – Human Resources Assistant**

**JOB TITLE**

Human Resources Assistant

**ACCOUNTABLE TO:**

Head of Human Resources

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

 ‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

1. The coordination of a professional, efficient, accurate and confidential HR administration service for the College.
2. The development and maintenance of quality administrative systems and procedures to support the work of Human Resources and the College.
3. The confidential processing and storage of data, documents, and files.
4. The representation of the College brand through facilitation of College activities.

**KEY RESPONSIBILITIES**

* To be responsible for KPI to include collecting, analysing, and reporting on key performance indicators (KPIs) related to HR function.
* Provide data analysis for monthly management reports.
* To maintain employee files and a range of employee records including attendance, leave and training records, recruitment data and payroll information.
* To coordinate and record the recruitment and selection process, including production of job specifications, application packs, standard recruitment correspondence, arranging and facilitating interviews and proactive resolution of initial employment enquiries.
* To assist in the coordination of the new starter process; including offer paperwork, contracts and pre-employment checks using our recruitment system FACE-Ed.
* To assist with the coordination of the continuous professional development programme for members of staff and the College and maintain individual training records.
* To ensure the accurate and timely maintenance of the HR database (SAM People) including inputting and retrieving information and the production of a range of reports.
* To undertake, administer and complete all routine documentation relating to the employment of members of staff.
* To assist with the administration of the College's payroll, and invoicing schemes working within the published deadlines
* To deal professionally and confidentially with routine enquiries from internal and external customers as required and assist the HR Advisor as required.
* To ensure all administrative functions, including data and statistical document production, correspondence, filing, internal and external post are dealt with in an efficient and professional manner.
* To promote and adhere to policies and procedures relating to Health & Safety and Safeguarding.
* To provide support and cover to the wider HR Directorate as required.
* To provide support to other areas of the College as required.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

**Note:** **This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.**

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification – Human Resources Assistant**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| Minimum Level 2 Literacy and Numeracy qualifications  | **✓** |  | AF/ Cert |
| Level 3 in HR, Business, or related subject | **✓** |  | AF/ Cert |
| Relevant degree or equivalent or CIPD qualification |  | **✓** | AF/ Cert |
| Experience |  |  |  |
| Previous experience within a HR setting |  | **✓** | AF / AT/ IV |
| Previous experience in an administration setting | **✓** |  | AF / AT / IV |
| Competent user of MS Office including excel for data entry with the ability to manipulate data into a presentable format | **✓** |  | AF / AT / IV |
| Teamwork & Personal Credibility |  |  |  |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters  | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity  | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner  | **✓** |  | AT/ IV |
| Analytical & Decision-Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓** |  |  AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Able to demonstrate organised and analytical problem-solving skills with the tenacity to search out and explain relevant information |  | **✓** | AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview