



ST JOHN'S COLLEGE

CAMBRIDGE

Further particulars for the post of
HR Co-ordinator

Requirement

St John's College wishes to appoint a HR Co-ordinator to cover a period of maternity leave.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the promotion of education, religion, learning and research.

Principal Responsibilities and Duties

Job title: HR Co-ordinator

Department: HR

Responsible to: HR Manager

Job Purpose: To provide administrative support to the HR team

Principal Accountabilities (Responsibilities)

1) Recruitment and Selection

Support the recruitment and selection of new staff, ensuring a professional and efficient service is provided by:

- Drafting advertisements and further particulars for vacancies for both Assistant and Academic Staff, ensuring that they meet current employment legislation;
- Liaising with managers to plan an effective recruitment campaign;
- Placing adverts within agreed timescales;
- Liaising with potential applicants, responding to queries, sending out job packs;
- Tracking applications and sending applications to managers for short-listing;
- Setting up interviews - inviting candidates to interview, preparing interview packs for panel members, administering interview tasks;
- Carrying out the necessary pre-employment checks (particularly for RTI and UKBA purposes);
- Ensuring recruitment statistics are completed accurately and in a timely fashion;
- Initiating standard procedures for new starters including checking references;
- Arranging inductions for new staff.

2) General administrative support

Provide administrative support to the HR team by:

- Responding to general enquiries from line managers, Fellows, employees, and members of the public;
- Producing accurate and timely contract documentation, letters, and documents and instructing payroll of any payroll changes;
- Initiating standard procedures for leavers, writing to confirm leaving details and instructing payroll accordingly, drafting standard reference letters;
- Updating and maintaining the HR database to ensure that all data is accurate and up-to-date;
- Ensuring the administration and on-going maintenance of both HR electronic folders and personnel files;
- Producing management reports/information, as appropriate;
- Providing secretarial support for meetings as and when required including room booking, inviting attendees, coordinating papers, and taking and circulating minutes;
- Taking notes at formal meetings as required, including for disciplinary, grievance, and capability meetings;
- Supporting ad hoc seasonal HR Activities, for instance logging appraisals onto the HR database;
- Carrying out general administrative tasks as required such as processing invoices, general filing, photocopying and so on.

3) Absence Management

Support the effective application of absence management procedures by:

- Managing and updating absence records, logging absence, chasing certificates, referring absence of a sensitive nature to the HR Manager;
- Monitoring absence levels and referring on to the HR Manager when trigger points are reached, preparing the paperwork for absence meetings;
- Producing absence reports and statistics from the HR database and other sources.

4) Other

- Providing administrative support for training activities, including arranging training sessions, room booking, liaising with staff and training providers, collating feedback;
- Supporting other HR processes and ad-hoc projects as required.

This is not a comprehensive list of accountabilities. Other relevant duties may be delegated by the HR Manager from time to time.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- A good standard of education
- Degree or equivalent
- CPP (or working towards)

Skills, Abilities and Competencies:

- Some previous administrative experience
- Excellent IT skills
- Excellent organisational skills, including the ability to plan and prioritise work to meet deadlines
- Experience of working in HR
- Experience of using an HR database
- Excellent written and verbal communication skills
- Team working skills
- Ability to work using own initiative
- Accuracy and attention to detail

Terms and Conditions

Length of post:	Fixed term – 12 months
Salary:	The salary for the post will be between £22,776 - £25,386 p.a. pro rata (depending on agreed hours and experience)
Hours of work:	Between 22 – 29 hours per week to be agreed with the successful candidate
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays) pro rata for those not working a 5-day week

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;

- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon on Tuesday 8 May 2018**. Interviews are expected to take place during the week commencing **Monday 14 May 2018**.

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.