

HR & Recruitment Administrator

Job Description

The Role

Job title:	Human Resources & Recruitment Administrator
Department:	Human Resources & Payroll
Responsible to:	Director of Human Resources
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 5: £25,138-£29,605 per annum
Term:	Full-time, permanent, 35 hours per week
Relationships with:	Staff, students, external stakeholders, training providers, job applicants

Purpose

To support the HR & Payroll team in providing a comprehensive administration service. To act as a first point of contact for the team; to be the primary contact and systems administrator for queries on our MHR iTrent system and to assist in driving through the systems implementation; to provide an effective Human Resources administration service relating to the employment lifecycle; co-ordinate HR recruitment systems including DBS; ensure accurate HR records on all employees and casual and hourly paid employees; provide HR reports as required.

Key Responsibilities

Recruitment and Selection

1. Carry out all the administrative processes in the recruitment process, for example; prepare recruitment documents, organise recruitment time tables, draft and place adverts, log application forms, administer recruitment campaigns and support tests within the selection process.
2. Ensure that the HR service undertakes all necessary employment checks including DBS checks and right to work, qualification and medical checks and references.

On-boarding and Induction

3. Administer the process for new employees and workers, for example; prepare contracts, offer letters and process all pre-employment checks.
4. Support induction meetings with new employees and workers and liaise with line managers to ensure they are aware of their responsibility in the induction process.
5. Administer the probation process ensuring managers know when review meetings need to take place.

Payroll

6. Ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Payroll Specialist, for example; contractual variations, new starters, leavers, contractual benefits and staff benefits.
7. Assist the Payroll Specialist with the preparation of payroll and any other associated tasks.

Appraisal and Staff Development

8. Manage the administration of training, communicate with staff re booking of training activities as required and maintain budget expenditure records, and process invoices for payment.
9. Roll out the induction e-learning package to new starters and administer e-learning accounts/statistics. Keep training information and learning records up to date.
10. Assist with the RAU's annual appraisal cycle, record completed appraisals and training needs.

HR Database and Reporting

11. Be the primary contact for queries on the HR systems (MHR iTrent).
12. Act as a systems administrator for iTrent, controlling all user access, managing data flows in and out of the system and ensuring accuracy and data protection compliance and liaising with MHR to troubleshoot queries as required.
13. Ensure the HR database accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave.
14. Provide appropriate reports from the HR database for the purpose of auditing and monitoring employee data and training and support the preparation and submission of the annual HESA return as required.

Advice and Guidance

15. Provide day to day advice to line managers and staff on general HR related queries, requests and RAU policies and procedures, escalating more complex issues to the HR Advisors, HR Manager, Payroll Specialist or Director of HR as appropriate.
16. Support maternity and paternity leave administration.

Leaver Administration

17. Ensure resignations are acknowledged in a timely manner, the line manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee's terms and conditions.
18. Maintain accurate records of fixed term contract dates and set reminders to give appropriate notice periods.
19. Ensure exit interviews are offered to all staff either face to face or electronically.

General Administration

20. Carry out general administration tasks for the HR and Payroll Department, for example; sorting post, answering the phone, managing the HR and vacancies inboxes, devising/updating standard Human Resources documents and letters.
21. Respond to reference requests for current or ex-members of staff.
22. Ensure electronic and paper based staff files are maintained and filing/archiving is completed in a timely manner.
23. Maintain an up to date Procedures Manual for all HR Administration duties.
24. Assist the HR and Payroll team in developing and implementing new projects.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Good standard of education with at least Maths and English at grade C GCSE or equivalent	E	A, B
CIPD level 3 or equivalent HR qualification	D	A, B
Knowledge, Experience and Skills:		
Experience in an HR administration role	E	A, B
Sound level of competence in Microsoft Outlook, Word and Excel and an ability to manipulate datasets	E	A, B
Experience using an HR and Payroll system/database	E	A, B
Experience of using MHR iTrent system, including systems administration, workflows and Business Objects	D	A, B
Experience with DBS checks and handling of Tier 2 visas	D	A, B
Well organised with the ability to work unassisted and use initiative to manage and organise own workload	E	A, B
Excellent written and oral communication skills, good interpersonal skills, with the ability to communicate at all levels	E	A, B
Excellent customer care skills	E	A, B
Being analytical and forward thinking, with good accuracy and attention to detail	E	A, B
Personal resilience and the capacity to work effectively and stay calm under pressure	E	B
Continually seeking to improve efficiency, recommending changes to processes where appropriate	E	A, B
Take personal responsibility for making things happen and find practical ways to overcome barriers	E	B

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Knowledge of the Higher Education environment and current issues in Higher Education.	D	A, B
Ability to deal with confidential information and maintain confidentiality	E	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Paula Brown-HR Manager Paula.Brown@rau.ac.uk
- **Closing date:** 30th April 2024 with **Interviews on:** 10th May 2024.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level