

Human Resources Administrator



Introduction

The Royal Agricultural University (RAU) is going through a period of exciting and dynamic change. At the forefront of agricultural education since our foundation as the Royal Agricultural College in 1845, the University now has some 1,200 undergraduate students from over 45 different countries studying at our historic campus, set in 25 acres of magnificent grounds in the heart of the Cotswolds.

A full University since 2013, the RAU is an acknowledged leader in education and applied research relevant to the land-based industries notably agriculture, rural land management, property and the built environment, the food supply chain, agribusiness, countryside and environmental management and equine management and science.

The Role

This is an opportunity for you to join a small team where you will gain experience of a wide range of generalist work in providing a high quality people focused support service across all areas of the University.

Able to demonstrate excellent administration skills, you will manage your responsibilities to a high standard to deliver an excellent staff experience. With a clear understanding of the role of people support in an organisation and a strong team player, you will thrive on being well organised and have a keen eye for detail.

Job title: HR Administrator

Department: Human Resources

Location: Cirencester

Term: 3 months fixed-term contract with possibility of permanency

Job details: part-time: 21hrs/week; Monday to Friday

Salary: Grade 5: £22,016 to £26,242 pro-rata per annum, starting point dependent on experience (pay award pending)

Relationship with: Staff, students, external stakeholders, training providers

Key Responsibilities

Systems Administration and Development

- Utilise HR information system (iTrent) and other management information systems to access, collate, interpret and present employee related data
- Develop a suite of regular reports to both the HR function and the wider organisation
- Proactively contribute to the development of iTrent ensuring integration of best practice processes and coordinating roll-out of additional modules eg People Manager and Recruitment
- Respond to requests for HR reports and statistics from the wider organisation
- Maintain the HR presence on the intranet and in other internal communications

General Administration

- Accurately maintain the HR database (iTrent) and all confidential staff files in compliance with data protection
- Manage the collation of induction, probation and appraisal forms ensuring all are returned in a timely manner
- Recording absence information and notifying Business Partner of potential issues
- Maintaining accurate records of fixed term contract dates and setting reminders for Business Partners
- Maternity/Paternity leave administration and issuing contract amendments
- Managing the leaver process including arranging and assisting Exit Interviews

Recruitment and Selection

- Manage the administration of the recruitment process including placing advertisements, arranging interviews, acknowledging applications, conducting reference checks, preparing offer and rejection letters etc.
- Processing new starters including arranging and carrying out inductions
- Assisting in the production of documentation such as contracts of employment and payroll information

Staff Engagement

- Acting as the first point of contact for the HR Team where required, in person, via email and telephone
- Managing the Human Resources email inbox and maintaining the HR calendar
- Taking ownership of queries and requests from the business to resolve them in a timely manner in conjunction with the HR Business Partners, escalating any complex queries to the relevant person

Training and Development

- Manage the administration of training, communicate with staff re booking of training activities as required
- Maintain budget expenditure records, and process invoices for payment
- Keep training information and learning records up to date

Other administration responsibilities

- Identify and implement process improvements
- Provides contingency cover, when required, for the Payroll Specialist
- Undertaking ad hoc projects as required
- Any other duties that may be delegated by the Head of HR commensurate with grading and expertise

Person Specification

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Interview C) Test / Exercise
High standard of education with at least Maths and English at grade C GCSE or equivalent	E	A
Experience in administration	E	A,B,C
Experience in a Human Resources related role	D	A,B

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Interview C) Test / Exercise
CIPD level 3 or equivalent HR qualification	D	A
Sound level of competence in Microsoft Outlook, Word and Excel	E	A,B,C
Well organised with the ability to work unassisted and use initiative to manage and organise own workload	E	A,B,C
Good interpersonal skills , with the ability to communicate at all levels	E	B
Being analytical and forward thinking, with good attention to detail	E	A,B,C
Ability to prioritise and remain calm while working in a busy, sometimes pressurised and demanding environment	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
Knowledge of Higher Education environment and current issues in Higher Education.	D	A,B
Experience in using iTrent Database or similar HR system/database	D	A,B

Application Procedure

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

- A University [Professional Services 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
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk saying where you saw the advert for the role

Immediate start available - applicants will be interviewed on an ongoing basis until the position is filled at which point the University reserves the right to close the vacancy.

Benefits of Working with Us

We believe in investing in development and happiness at work and have a good range of benefits for our people. A full list of benefits can be found here: <https://www.rau.ac.uk/about/jobs/benefits-working-us>