

**Job Description**

**Administrator – Employee Experience**

**Grade:** 5

**Spinal range:** Spinal points 22 - 25

**Reporting to:** Assistant Director – Employee Experience

**Accountable to:** Chief People Officer

**Location:** Cross College - Based as per offer contract

**Hours:** 36 hours per week, 52 weeks per year

# Responsible for: N/A

##  Key roles and responsibilities

The Employee Experience Administrator will provide administrative support to the Employee Experience Team, ensuring efficient management of employee lifecycle processes and contributing to a positive staff experience at HRUC.

The post holder will assist in the delivery of key employee experience initiatives, including onboarding, wellbeing, and employee engagement programmes.

**Employee Experience Administration:**

1. Provide administrative support for the employee lifecycle, including onboarding, induction, and exit processes.
2. Assist in organizing and coordinating induction programs and employee experience-related events.
3. Ensure that all employee documentation, including contracts, onboarding materials, and changes in employment terms, are processed and filed correctly.
4. Maintain accurate and up-to-date records within HR systems, ensuring compliance with GDPR and data protection policies.

## Wellbeing and Engagement Support

1. Support the delivery of employee wellbeing programs by assisting with the planning and coordination of events and activities.
2. Track employee participation in wellbeing initiatives and collect feedback to support continuous improvement.
3. Assist in the communication and promotion of wellbeing programs, including creating materials and updating the intranet.

## Data Management and Reporting

1. Maintain accurate employee data within HR systems, ensuring timely updates to staff records.
2. Assist in generating reports and HR analytics on employee engagement, wellbeing participation, and other key metrics.
3. Support the Employee Experience Team in producing regular reports for senior management, highlighting areas for improvement.

## Project Support

1. Provide administrative support for employee experience projects and initiatives, ensuring that key deliverables are met on time.
2. Assist in the implementation of equality, diversity, and inclusion (EDI) initiatives, ensuring that programs are well-organised and communicated effectively across the College.
3. Participate in cross-departmental meetings and contribute to the successful delivery of HRUC’s employee experience strategy.

## General Administrative Support

1. Handle general correspondence and scheduling for the Employee Experience Team, including booking meetings and taking minutes.
2. Assist with the coordination of learning and development activities and performance management processes as directed by the Assistant Director – Employee Experience.
3. Provide general support for the Employee Experience Team’s day-to-day operations, including responding to employee inquiries.

## 7Generic Responsibilities

1. Stay updated on best practices in organisational development and incorporate them into HRUC’s strategies; and maintain continuous professional development (CPD).
2. Carry out all other duties as may be reasonably required and contribute to larger HRUC-wide projects to support the achievement of strategic aims.
3. Participate in Open Evenings, Parent/Student Consultation Evenings and other College events as required.

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

# Administrator – Employee Experience

# Person Specification

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| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed\*** |
|  |  |  |
| 1. Good general level of education (including Maths and English at Grade C or above, or equivalent). |  |  | AF/Cert |
| 2. Qualification in Business Administration or HR (e.g. Level 2 or 3Certificate in HR or Business Administration) or willingness to work towards this |  |  | AF/Cert |
| **Kno****wledge, Skills and Experience** |  |  |  |
| 3. Experience working in an administrative role, preferablywithin HR or recruitment |  |  | AF/IV |
| 4. Strong organisational skills and the ability to manage multiple tasks efficiently while meeting deadlines |  |  | AF/IV |
| 5. Good IT skills, including proficiency in Microsoft Office (Word, Excel) and experience working with databases orApplicant Tracking Systems (ATS) |  |  | AF/IV |
| 6. Excellent communication skills, both written and verbal, with the ability to provide a professional service to candidates and internal stakeholders |  |  | AF/IV |
| 7. High attention to detail and accuracy in data entry anddocument preparation |  |  | AF/IV |
| 8. Experience in an HR or recruitment environment, preferably in education or the public sector |  |  | AF/IV |
| 9. Knowledge of employment law, particularly in relation to HR and recruitment and selection practices |  |  | AF/IV |
| 10. Familiarity with data protection legislation (GDPR) and howit applies to HR and recruitment processes |  |  | AF/IV |
| 11. Good understanding of Equality and Diversity legislation as it relates to HR and recruitment practices |  |  | AF/IV |
| 12. Experience of working in the education sector |  |  | AF/IV |
| **Pers****onal Attributes** |  |  |  |
| 13. High level of accuracy and attention to detail |  |  | AF/IV |
| 14. Ability to work independently and as part of a team, using initiative to complete tasks without direct supervision |  |  | AF/IV |
| 15. Strong commitment to promoting equality, diversity, and inclusion within the recruitment process |  |  | IV |
| 16. Strong commitment to HRUC’s values of Impact,Collaboration, and Inclusivity |  |  | IV |
| 17. Flexibility and adaptability to changing demands in a dynamic environment |  |  | IV |
| 18. A proactive approach to learning and professional development |  |  | IV |

Evidence of criteria will be established from:

AF = Application Form; IV = Interview T = Test (Skills test); Cert = Certificates checked on induction