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**Job Description**

**Administrator – Employee Data and People Services**

**Grade:** 5

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

**Reporting to:** Assistant Director – Employee Data and People Services

**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 Data and People Services Administrator will provide administrative and operational support within the Employee Business Services team.

This role involves maintaining HR data systems, supporting the delivery of transactional HR services across the employee lifecycle, and ensuring that accurate records are maintained to support the delivery of high-quality people services across the College.

**Employee Data Administration:**

1. Maintain accurate and up-to-date employee records within HR systems, ensuring data integrity and compliance with internal policies and GDPR.
2. Assist in generating reports and HR analytics on key metrics, such as attendance, staff turnover, and employee demographics.
3. Support the preparation and input of data for payroll processing, ensuring timely and accurate submission of information.
4. Assist in tracking and updating employee information, including changes in employment terms, staff movements, and other personnel data.

## Transactional HR Support

1. Provide administrative support across the full employee lifecycle, from recruitment to exit, including onboarding, contract issuance, and processing leavers.
2. Assist in managing routine HR processes such as probation reviews, employment checks, and contract amendments.
3. Respond to HR-related queries from staff and managers, escalating issues to the Assistant Director – Employee Data and People Services as necessary.
4. Support the HR team in ensuring that all employee documentation, including contracts, offer letters, and employment changes, are processed and filed correctly.

## Business Services Support

1. Assist with the administration and coordination of HR projects and initiatives as directed by the Assistant Director – Employee Data and People Services.
2. Provide administrative support to key business services, including supporting the provision of reports and data for Senior Leadership Team and other stakeholders.
3. Maintain HR policies and procedures, ensuring they are up-to-date and accessible to staff.
4. Support the development and improvement of HR systems and processes to enhance the efficiency of employee business services.

## Data Management and Compliance

1. Ensure that all HR data management activities comply with data protection regulations, including GDPR, and maintain confidentiality at all times.
2. Regularly review HR records to ensure accuracy and address any discrepancies.
3. Assist with HR audits and compliance reporting, ensuring that HR data is aligned with legislative and regulatory requirements.

## General Support

1. Provide general administrative support to the Employee People Services team, including managing correspondence, scheduling meetings, and preparing documents.
2. Assist in organising internal and external meetings, including minute-taking and follow-up actions.
3. Contribute to the improvement of administrative processes within the HR team, identifying opportunities for greater efficiency.

## Generic 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 Data and People Services - 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  Certificate in HR or Business Administration) or willingness to work towards this |  |  | AF/Cert |
| **Knowledge, Skills and Experience** |  |  |  |
| 3. Experience working in an administrative role, preferably  within 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 or  Applicant 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 and  document 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 how  it 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 |
| **Personal 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

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