



# HR Officer

## Job Description

---

### POSITION OVERVIEW

|                   |  |
|-------------------|--|
| <b>Department</b> | Resourcing and Operations  |
| <b>Location</b>   | Devon House, London / Remote (Hybrid)  |
| <b>Term</b>       | Full-time; permanent   |
| <b>Salary</b>     | £30,000 - £35,000 per annum, dependent on experience.  |
| <b>Benefits</b>   | Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional) |
| <b>Start</b>      | February 2022  |

We are looking to appoint an enthusiastic and highly organised individual to support the HR Manager to implement the HR strategy and initiatives, with key responsibility for ensuring their effective and successful implementation. To manage and support the HR Administrator to provide accurate and efficient HR support and administration, in accordance with company policy, procedures, best practice and legal requirements. Providing customer focused, comprehensive, pragmatic, and timely HR support. To be successful in this role, you must be able to work as part of a small team, whilst independently and proactively completing tasks. Excellent communication and IT skills, accuracy, and attention to detail are essential requirements. The nature of this role requires a tactful and confidential approach.

### DUTIES AND RESPONSIBILITIES

- Supporting the HR Administrator to maintain an accurate HR database with employee information and necessary documentation, including administering new starters and leavers on the system.

## HR OFFICER JOB DESCRIPTION

---

- Support and manage the recruitment and selection process, to include preparation of job descriptions and drafting of advertisements, processing applications, oversee shortlisting procedures, scheduling of interviews, and being the first point of contact for applicants and external agencies.
- To provide accurate and up to date, HR data reports and analysis, to support the HR Manager to be able to make informed decisions.
- Work with the finance team on the monthly processing of payroll.
- To produce and review internal HR process guides, for all general HR day to day administration processes.
- With the support of the HR Manager produce training guides for managers on basic people management processes.
- To support the HR Administrator with contractual requirements such as issuing contracts of employment and change of contract documentation.
- Coordinating and assisting with periodic processes, such as the review of faculty profiles, and following up on completed appraisal documentation
- To support, guide and develop the HR Administrator to deliver an accurate and timely HR administration function.
- Other ad hoc duties as required by the HR Manager

### About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, which may include tutorials. The College is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

### Person Specification (Essential / Desirable)

#### Experience

- CIPD level 3 or 5, or equivalent qualification in a related subject [E]
- Experience in a HR administrator/officer role [E]

- Experience of working with high volume recruitment levels and the whole recruitment cycle [E]
- Experience of working with trade unions [D]
- Experience of working in an educational establishment [E]
- Experience of Immigration legislation and the Points Based Management System [D]

### **Knowledge, Skills and Abilities**

- High level of competency in the use of IT, especially MS Office
- Excellent attention to detail and accuracy.
- Strong data analytical skills.
- Outstanding organisation and prioritising skills.
- Strong communication skills both verbal and written.
- Resilient, with ability to remain calm and measured under pressure
- High degree of professionalism and personal integrity; ability to exercise complete discretion
- Collaborative, flexible and adaptable, with willingness to proactively embrace change

### **APPLICATION PROCESS**

Applications should be made via [this link](#) by 20.00, **28 January 2022**. Please reference your application "**HRO122**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is **not** able to provide sponsorship on this occasion.