

## JOB DESCRIPTION

### HUMAN RESOURCES ADMINISTRATOR

<b>PROGRAMME AREA / DEPARTMENT:</b>	<b>Human Resources</b>
<b>SITE / CAMPUS:</b>	<b>Bangor or Rhos-on-Sea</b>
<b>ANNUAL SALARY:</b>	<b>Business Support Scale 4 £21, 431 - £23, 324 per annum</b>
<b>CONTRACT TYPE:</b>	<b>Maternity cover</b>
<b>CONTRACT TERMS:</b>	<b>Full Time</b>
<b>REPORTING TO:</b>	<b>Human Resources Officer</b>

## JOB PURPOSE

To administer all aspects of operational HR across the Grŵp with a focus on professional customer service and quality. To provide support to the HR Team in delivering all other aspects of HR to meet the Grŵp's diverse and dynamic needs.

## MAIN DUTIES AND ACCOUNTABILITIES

1. Administer all aspects of HR, from recruitment through to leavers processes;
2. Support the continuous improvement and implementation of robust HR policy and process to ensure that it continually aligns to changes in regulations and business needs;
3. Administer HR systems to support the production of effective HR management information;
4. Administer effective HR communication tools, including the HR website;
5. Administer the HR database and file networks, maintaining high standards of data quality;
6. Support HR Officers and Managers by administering systems to support effective workforce planning;
7. Participate in interview panels advising managers as appropriate with regard to appropriate recruitment practice, terms and conditions of employment;
8. Develop and nurture effective relationships across the Grŵp with staff at all levels;
9. Support the HR Officers and Managers in building professional relations with external organisations;
10. Provide HR advice and guidance to support business needs;
11. Maintain up-to-date knowledge of the HR profession, best practice and innovative plans and initiatives;
12. Provide excellent standards of customer service;
13. Support HR project work to support business needs;
14. Support the HR Officers and Managers with complex ER matters, by means of attending meetings, taking minutes and writing statements;
15. Support the development and implementation of HR strategies, including employee wellbeing;
16. To deputise for the HR Officer;
17. Any other work commensurate with the grade as may be necessary to meet changes in demand;

## ADDITIONAL INFORMATION

You will be required to undertake the following mandatory training sessions and keep training in these areas updated:

- a. GDPR on line training
- b. Equality and Human Rights on line training
- c. PREVENT
- d. Safeguarding on-line training
- e. Health and Safety awareness training
- f. 1<sup>st</sup> Aid training (if applicable)
- g. DSE training

There may be a requirement to travel across all GLLM sites and to represent GLLM at National events. Access to suitable, flexible travel solutions is therefore a necessity.

It should be noted that this Job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and Human Resources which may lead to revisions in light of the operational requirements of the Grŵp.

### PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>QUALIFICATIONS</b>			
Academic Qualifications to level 3	✓		Application form
Associate Member CIPD		✓	Application form
<b>KNOWLEDGE AND EXPERIENCE</b>			
Experience of general HR administration	✓		Application form / Interview
Knowledge of HR policy	✓		Application form / Interview
Experience of administering HR IT systems	✓		Application form / Interview
Experience within Further Education		✓	Application form
Knowledge and experience of the latest developments relating to workforce planning		✓	Application form / Interview
<b>SKILLS AND ATTRIBUTES</b>			
Excellent interpersonal and communication skills	✓		Application form / Interview
Excellent organisational skills	✓		Application form / Interview
Excellent IT skills	✓		Application form / Interview
Ability to communicate through the medium of Welsh	✓		Application form / Interview
Experience of Zellis (previously known as NGArinso / Northgate) HR & Payroll software		✓	Application form / Interview
Experience of using Google software including gmail and sheets		✓	Application form / Interview

<b>ADDITIONAL REQUIREMENTS</b>			
Able to travel as required to fulfil the requirements of the role		✓	Application form / Interview
Commitment to further and continuous Personal and Professional Development	✓		Application form / Interview
Commitment to Grŵp Values	✓		Interview
<b>MANDATORY REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>- The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</li> <li>- Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</li> </ul>			
<b>SUMMARY OF THE TERMS AND CONDITIONS OF SERVICE</b>			
<b>WORKING HOURS</b>	37 hours per week		
<b>NUMBER OF WEEKS</b>	52 weeks per year		
<b>HOLIDAYS</b>	<ul style="list-style-type: none"> <li>- 28 days leave per annum (01 September to 31 August) rising to 32.</li> <li>- 8 Bank / Public Holidays normally observed in Wales per annum.</li> <li>- Up to 5 days efficiency / scheduled closure days per annum (determined by the Corporation).</li> </ul>		
<b>PENSION</b>	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )		
<b>TRAVEL</b>	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be requested to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates should also be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>		
<b>HEALTH SCREENING</b>	Applicants are subject to satisfactory health clearance. You will be required to complete a health questionnaire and maybe asked to attend a medical.		