ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE HR Coordinator
RESPONSIBLE TO Human Resources Manager

MAIN PURPOSE:
• Recruitment support.
• HR attendance records and reports.
• HR Administration.

KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES: The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.

1.1 Recruitment support
i. Liaison with HR Manager and HODs in respect of recruitment of vacant posts – including compilation of job descriptions, employee specifications, job adverts and interview scoring matrices.
ii. Under direction from HR Manager posting of job adverts to College website and University website. Distribution of adverts internally to all staff. Placement of adverts in local press and or other media as approved – Purchase Order required.
iii. Day to day recruitment enquiry handling by telephone, e-mail, post.
   Acknowledgement of receipt of Application Forms/CV’s.
iv. Compilation of applications for HR Manager/HOD’s review. Shortlisting as directed, preparation of interview schedule and issue of interview invitations.
   Planning and organisation of interviews and on-the-day coordination as required.
v. Ensure eligibility for employment and check proof of right to work documentation has been received for new starters.
vi. Check contract and terms and conditions documentation as required
vii. Post-interview administration including distribution of “Regret” letters, reference requests for successful applicants.

1.2 Personnel attendance records and reports
i. Set up and track employee probationary periods and keep accurate record of employee anniversaries and long-service awards that may be due
ii. Maintain and update HR holiday database for starters and leavers with their new holiday leave entitlement
iii. To liaise with colleagues, managers and external organisations with regard to sickness and holiday issues
iv. Develop and maintain Senior College Officers reports including sickness stats.
v. Maintain staff sick leave, absence, holiday leave and TOIL records.
vi. Report half-yearly to Domestic Bursar and HODS on holidays and lieu time taken and remaining to be taken.
vii. Track fixed term contract end dates including academic employees.
viii. Run quarterly starter and leaver reports
ix. Production of ad hoc HR reports and lists.
x. Provide all reference responses including financial ones (mortgage/landlords)

1.3 HR Administration
i. Maintenance and updating of standards documents and correspondence – job
descriptions, employee specs, interview scoring matrices, application
acknowledgements, regret letters and reference requests.

ii. Drafting employee letters such as salary increase, changes to hours, leave and
absence etc.

iii. Maintenance of the HR intranet, ensuring details are updated in a timely fashion.

iv. Responsibility for HR filing.

v. Coordinate the scheduling of Annual Reviews by all departments

vi. Compilation of Annual Training Plan based upon Annual Reviews

vii. Book training courses/facilities as required.

viii. Maintenance of training records on a month by month basis.

ix. Proactively maintain the list of First Aiders and ensure they are re-trained at the
required periods.

x. Maintenance and updating of standard documentation on the College Intranet.

xi. Assist in the coordination and renewal of the Healthcare Scheme annually.

xii. Manage Birthdays list for Domestic Bursar.

1.4 College Administration

i. Coordination and attendance of meetings – Environment Forum, Health & Safety
Committee, Website Committee – including invitations and minutes.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

2.1 To be ready to commence duties at the appointed time.

2.2 To remain on duty, productively working, until the appointed finishing time.

2.3 To attend work as scheduled.

2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that
may occur in accordance with the procedure laid down in the Staff Handbook.

2.5 To dress in the required uniform/protective clothing or in accordance with the set
Appearance and Dress Code.

3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS: Willingness and
enthusiasm with which work is carried out.

3.1 To be reliable in the carrying out of instructions and tasks and to operate on a
“right first time every time” basis.

3.2 To be trusted to perform at least at the required standard and to be relied upon to
complete tasks accurately/correctly.

3.3 To listen carefully to instructions and to carry them out as directed.

3.4 To check if you have not clearly understood what is required of you.

4. PRODUCT KNOWLEDGE: The knowledge and experience required to carry out this
job to the expected standard.

4.1 To undertake training as required in order to develop and improve your knowledge
and expertise.

4.2 To be able to help and direct others accurately/correctly.

4.3 To develop general knowledge of the College location and layout, other
departments’ services and products and this department’s services and products.

4.4 To engage appropriately with members of the College including Fellowship, Junior
Members and Staff.
5. **CUSTOMER RELATIONS:** Putting the customer’s (Students, Fellows and Staff being “internal” customers), needs first.

5.1 To always operate with a warm and friendly attitude.

5.2 Understand and deliver the needs of the customer efficiently, within the required time scale and to the set standard.

5.3 Demonstrably “go the extra mile”.

6. **ATTITUDE & BEHAVIOUR:** Positive interaction with other members of staff. General demeanour whilst at work.

6.1 To empathise with the individuals within the staff to form positive relationships.

6.2 Positively participate to help create a good team atmosphere.

6.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.

6.4 Honest and trustworthy. Pleasant in nature.

6.5 Keep you line manager advised of matters which may affect the smooth running of the role.

7. **HEALTH & SAFETY & OTHER LEGAL ASPECTS:** The carrying out of duties so that self and others are not put at risk from general hazards.

7.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.

7.2 Report any hazards that you observe.

7.3 Adhere to the Health & Safety Policy and procedures at all times.

7.4 Cooperate with management to enable the College to fulfil its duties.

January 2020
## ROBINSON COLLEGE
### EMPLOYEE SPECIFICATION

**POSITION TITLE:** HR COORDINATOR

**DATE:** January 2020  **BY:** JW

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATION &amp; QUALIFICATIONS</strong></td>
<td>Educated to A-Level as a minimum</td>
<td>Higher education qualification.</td>
</tr>
<tr>
<td></td>
<td>CIPD Level 3 certificate</td>
<td>Certificate HR Management Level 5</td>
</tr>
<tr>
<td></td>
<td>Higher education qualification.</td>
<td>CIPD Qualified</td>
</tr>
<tr>
<td><strong>WORK EXPERIENCE</strong></td>
<td>Previous HR Administrative experience</td>
<td>Ability to take minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Knowledge of Health and Safety</td>
</tr>
<tr>
<td><strong>SKILLS/APTITUDE</strong></td>
<td>Good command of spoken and written English</td>
<td>Experience of giving advice on general HR matters and policies</td>
</tr>
<tr>
<td></td>
<td>Basic understanding of up to date employment legislation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excellent organisational and communication skills including effective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>time management and working to tight deadlines</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to conduct self and work duties in a manner compliant with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>employment law and best practice</td>
<td></td>
</tr>
<tr>
<td><strong>PERSONALITY/INTER-PERSONAL SKILLS</strong></td>
<td>Trustworthy, confidential and ability to work with integrity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Absolute discretion and confidentiality in dealing with sensitive and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>confidential matters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to empathise with staff using tact and diplomacy.</td>
<td></td>
</tr>
<tr>
<td><strong>IT SKILLS</strong></td>
<td>Proficient in Microsoft Outlook, and Office applications (Word and Excel)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quick learner and able to pick up new systems</td>
<td></td>
</tr>
</tbody>
</table>