Robinson College
HR Coordinator

FURTHER PARTICULARS

CLOSING DATE MONDAY 19 SEPT
INTERVIEWS TUESDAY 27 SEPT
About Robinson College

The College is a centre of academic excellence with about about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.

Purpose of the job

- Recruitment.
- HR attendance records and reports.
- HR Administration.
- Training & Benefits Administration.
- Employee relations support.

Reports to: HR Manager
Responsible for: N/A

SALARY AND CONDITIONS

- Part time, 24 hours per week
- Permanent
- Salary up to £18,811 (£29,000 FTE), depending on experience

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit and Employee Assistance Programme
- Free lunch in College for qualifying employees
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Cycle to Work scheme
- Training and development opportunities
- Wellbeing support and advice
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
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

- 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.
- 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 by the HR Manager.
- Day to day recruitment enquiry handling by telephone, e-mail, post. Acknowledgement of receipt of Application Forms/CV's.
- 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.
- Acting as HR representative on interview panels as required.
- Drafting contracts and offer letters as required.
- Managing pre employment checks including proof of right to work documentation, references and DBS checks, as applicable. Post-interview administration including distribution of “Regret” letters.

1.2 Personnel attendance records and reports

- Set up and track employee probationary periods and keep accurate record of employee anniversaries and long-service awards that may be due.
- Maintain and update HR holiday database for starters and leavers with their new holiday leave entitlement.
- To liaise with colleagues, managers and external organisations with regard to sickness and holiday issues.
- Develop and maintain Senior College Officers reports including sickness stats.
- Maintain staff sick leave, absence, holiday leave and TOIL records.
- Monitor, analyse and report quarterly to the HODs and Health & Safety Committee on health/sickness causes by department – format and report data to be agreed.
- Report half-yearly to Domestic Bursar and HODS on holidays and lieu time taken and remaining to be taken.
- Track fixed term contract end dates including academic employees.
- Run quarterly starter and leaver reports.
- Production of ad hoc HR reports and lists.
- Provide all reference responses including financial ones (mortgage/landlords).
1.3 HR Administration

- Maintenance and updating of standards documents and correspondence - job descriptions, employee specs, interview scoring matrices, application acknowledgements, regret letters and reference requests.
- Drafting employee letters such as salary increase, changes to hours, leave and absence etc.
- Maintenance of the HR intranet, ensuring details are updated in a timely fashion.
- Undertake DBS checks and rechecks, and keep appropriate records, for applicable roles as outlined in the policy.
- Responsibility for HR filing.
- Coordinate the scheduling of Annual Reviews by all departments.
- Maintenance and updating of standard HR documentation on the College Intranet.
- Manage Birthdays list for Domestic Bursar.

1.4 Training

- Compilation of Annual Training Plan based upon Annual Reviews.
- Coordination of annual Staff Engagement Days
- Book training courses/facilities as required.
- Maintenance of training records on a month by month basis.
- Proactively maintain the list of First Aiders and ensure they are re-trained at the required periods.

1.5 Benefits

- Assist in the coordination and renewal of the Healthcare Scheme annually, and other HR related benefits that are in place.
- Promote benefits to staff and answer related queries from employees.

1.6 Employee relations support

- Under the direction of the HR Manager to advise managers on formal disciplinary and grievance cases, and attend formal meetings as the HR representative, as directed.
- To support managers in cases of conflict or bullying and harassment, working proactively to resolve issues at an early stage.
- To proactively identify problematic cases of sickness absence and discuss with managers, including advising on and attending formal meetings as part of the Managing Attendance Policy.
- Identify and discuss trends in recruitment, resignations and overall employee attitudes with the HR Manager and implement agreed plans to address issues.
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 your 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.
# PERSON SPECIFICATION

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education &amp; Training</strong></td>
<td>• Educated to A level or equivalent.</td>
<td>• CIPD (level 3 or above) qualification in Human Resources (or working towards).</td>
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<td>• English and Maths to a good standard.</td>
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<td><strong>Work Experience</strong></td>
<td>• HR administration, including recruitment, absence monitoring, training and pre employment checks.</td>
<td>• Experience of working within Higher Education environment.</td>
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<td><strong>Intelligence/ Aptitude/Attitude</strong></td>
<td>• A good understanding of current employment law and HR best practice.</td>
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<td>• Excellent IT skills including Outlook, Word, Excel, and databases.</td>
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<td><strong>Personality/ Interpersonal Skills</strong></td>
<td>• Organised with good attention to detail and high degree of accuracy.</td>
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<td>• Ability to prioritise tasks, multitask and manage competing priorities.</td>
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<td>• Excellent communicator and able to work as part of a team.</td>
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<td>• Flexible and able to adapt.</td>
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<td>• Ability to maintain confidentiality at all times.</td>
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<td>• Confident and proactive in liaising with people at all levels.</td>
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<td><strong>Circumstances</strong></td>
<td>• Please note that we can only consider applications from candidates who have the right to work in the UK.</td>
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