



## **JOB DESCRIPTION**

Job title:	HR Administrator
Responsible to:	Director of HR
Location:	Based at Trinity Hall but you will undertake work at other Trinity Hall sites in Cambridge as required
Hours of Work:	16 hours per week (min. 2 days), Thursday and Friday 08:30 – 16:30
Objective:	This role is to support the Director of HR to provide a smooth and effective HR function to meet the overall demands for the HR department to run efficiently
Experience:	Administrative experience
Additional:	The role works in conjunction with the Bursars' Assistants

### **Main Duties and Responsibilities**

You will have strong organisational skills, attention to detail, and the ability to handle sensitive information with discretion.

#### **Administration**

- Assisting in the recruitment process by scheduling interviews and coordinating communication with candidates including onboarding and leavers.
- Maintaining employee records and ensuring all data is accurately entered into our HR systems.
- Providing administrative support for various HR functions, including onboarding new employees and managing documentation.
- Handle incoming phone calls with professionalism and courtesy, addressing inquiries related to HR policies and procedures.
- Administration of the onboarding of casual workers mainly
- Updating the Application Tracking Systems when in receipt of applications to communicate with the recruiting managers
- Arranging interview schedules (participating in the selection process if required by the Director of HR) with HoDs and liaising with Events to facilitate room bookings

- Conducting new employees and workers' Right to Work in the UK checks in compliance with the current UK visa and immigration regulations
- Liaising with employment agencies to arrange interviews as directed by recruiting manager(s)
- Keeping the HR information system (i.e. IRIS Cascade HR) up to date including probation, holiday and sick leave, dates of long service awards, retirement dates and staff training records with the use of the software package, Cascade
- Drafting Work Agreements for review by the Director of HR
- Maintaining the personnel files for current staff, leavers and pensioners
- Answering general enquiries and running reports
- Liaising with the Director of HR and Heads of Department (HoDs) concerning personnel issues
- Act as first point of contact with employees and candidates
- Liaising with the Payroll Clerk to ensure payroll is completed accurately and in a timely manner (deadline instructed by Accounts)
- Working closely with the HR Assistant

#### **Miscellaneous**

- Comply at all times with relevant legislations notably GDPR regulations, UK employment law and College policies and procedures
- Act at all times in the best interests of the College
- Undertaking training as and when required
- Dealing with enquiries in the absence of the Bursars' assistants
- Carrying out any other duties assigned by the Director of HR, or Junior Bursar

*Trinity Hall reserves the right to change the duties detailed in this job description at any time. Changes will be introduced following discussion with the post holder.*

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role

Criteria	Essential	Desirable
<b>Qualifications and Education</b> <ul style="list-style-type: none"> <li>A-levels or appropriate on the job training/experience</li> <li>Excellent level of written &amp; spoken English</li> </ul>	✓ ✓	
<b>Skills, Knowledge and Training</b> <ul style="list-style-type: none"> <li>Excellent organisational skills</li> <li>Excellent communication and interpersonal skills</li> <li>Competency in using MS Excel, Word and Outlook</li> <li>Knowledge and competency of Human Resources Information Systems (HRIS) and Application Tracking Systems (ATS)</li> <li>Knowledge of Iris Cascade HR system</li> </ul>	✓  ✓ ✓	✓
<b>Experience</b> <ul style="list-style-type: none"> <li>Proven experience in an office environment, preferably within an HR or administrative role.</li> <li>Administration and record keeping of personnel files</li> <li>Application of General Data Protection Regulations in HR</li> <li>Experience in a similar or college environment</li> </ul>	✓ ✓ ✓	✓
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>Friendly, approachable and compassionate</li> <li>Discreet, responsible and trustworthy</li> <li>Ability to work as part of a team</li> <li>Ability to work independently</li> <li>Excellent attention to details</li> <li>Flexible approach &amp; accepting of change</li> <li>Ability to work under pressure and prioritise accordingly</li> <li>Enthusiastic with a "can-do" attitude</li> <li>Ability to communicate with people at all levels</li> <li>An interest in the hospitality industry</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	