

JOB DESCRIPTION

Job Title: HR Administrator	Grading: 10-13
Section: Human Resources	
Job Objectives: <ol style="list-style-type: none"> 1. To maintain and administer HR systems, ensuring accuracy, compliance and the timely production of management information. 2. To provide comprehensive HR administrative support across the employee lifecycle in accordance with college policies and procedures. 3. To support recruitment, onboarding, and employee records processes, ensuring all pre-employment and compliance requirements are met. 4. To provide a high-quality, customer-focused HR service, acting as a first point of contact for routine HR queries. 5. To administer and support the co-ordination of the colleges learning and development activities. 6. Records Management, Compliance and General HR Administration 7. General Responsibilities 	
Reporting to: HR Manager	
Reporting to the position:	
Interface with: College staff, students and clients; prospective staff, students and clients; staff, students and clients of external agencies	
Approved by:	Date:
Signature of Post Holder:	Date:

Duties and Responsibilities:

1. To maintain and administer HR systems, ensuring accuracy, compliance and the timely production of management information.

- a) To act as a system administrator for HR systems (including CintraHR and CintraIQ), ensuring accurate and timely data input and maintenance.
- b) To maintain employee records including working patterns, contractual details, annual leave, and sickness absence.
- c) To produce contracts of employment, variation letters and other HR documentation in line with college procedures.
- d) To update and maintain HR systems to ensure data accuracy, integrity and compliance with GDPR and data protection requirements.
- e) To generate standard and ad hoc HR reports to support operational and strategic decision-making.
- f) To support payroll processes through the provision of accurate and timely employee data.

2. To provide comprehensive HR administrative support across the employee lifecycle in accordance with college policies and procedures.

- a) To support the administration of the employee lifecycle, including recruitment, onboarding, contractual changes and leavers.
- b) To create and maintain new starter records to support pre-employment processes and induction.
- c) To coordinate onboarding activities, ensuring all documentation and checks are completed prior to commencement.
- d) To support induction processes and ensure new employees are set up appropriately on HR systems.

3. To support recruitment, onboarding, and employee records processes, ensuring all pre-employment and compliance requirements are met.

- a) To provide comprehensive administrative support to recruitment and selection processes.
- b) To coordinate interview arrangements, candidate communications and recruitment documentation.
- c) To undertake pre-employment checks including right to work verification, PVG/Disclosure checks and other due diligence requirements.
- d) To monitor and record equal opportunities data in line with organisational and statutory requirements.

4. To provide a high-quality, customer-focused HR service, acting as a first point of contact for routine HR queries.

- a) To provide administrative support to employee relations and HR governance processes, including preparation of documentation and minute taking at formal meetings.
- b) To act as a first point of contact for HR queries via the HR helpline, providing accurate and timely advice within agreed parameters.

c) To direct complex or sensitive matters to appropriate HR colleagues.

5. To administer and support the co-ordination of the college's learning and development activities.

a) To administer the College's training platform, ensuring accurate recording of training and development activity.

b) To support the coordination of learning and development activities, including bookings and tracking compliance.

c) To provide reports on training activity and mandatory learning where required.

6. Records Management, Compliance and General HR Administration

a) To maintain accurate and up-to-date HR records in line with college policies, procedures and audit requirements.

b) To support equal opportunities monitoring and reporting.

c) To process HR-related transactions through systems such as PECOS where required.

d) To ensure all HR administrative processes are delivered in accordance with college policies, procedures and service standards.

e) To contribute to continuous improvement of HR administrative processes and systems.

f) To comply with college requirements in relation to Equality and Diversity, Health and Safety and the Code of Conduct.

7. General Responsibilities

a) To provide an efficient, professional and courteous service to all stakeholders.

b) To work with minimal supervision, managing and prioritising workload to meet deadlines and service standards.

c) To participate in staff development activities and the College Professional Review and Development Scheme.

d) To undertake such other reasonable duties as may be delegated from time to time by the line manager(s).