



## Job Description

Job Title	<b>HR Administrator (Generic role)</b>	Reporting to	<b>Shared Services Manager / HR Co-ordinator</b>		
Position	Generic	Tier	5	Grade	1B
<b>Purpose</b>					
Provide professional, efficient and comprehensive Human Resources and recruitment administrative support, carrying out specialist and transactional activities, resolving problems and role modelling best practice.					
<b>Accountabilities</b>					
1.	Provide first line HR advice, guidance and support to College current, former and future employees; line managers; Corporate Services colleagues; and suppliers, responding to enquiries and resolving transactional matters on HR and recruitment processes and procedures promptly and accurately, and escalating complex issues as appropriate, to maintain a customer-focused HR service across the College.				
2.	Provide a full administrative service to include typing, email, and data entry and create, maintain, upload and back up college intranet and internet pages, HR files and employee databases to facilitate provision of accurate, up-to-date HR and recruitment information and to track activities and workload.				
3.	Administer end to end life-cycle transactional HR processes including internal transfers, leavers, salary and pay changes, leave arrangements and benefits administration, to ensure that all changes are checked with the employee, are recorded accurately on HR databases and are confirmed with payrolls colleagues in time to meet monthly payroll deadlines.				
4.	Administer specific recruitment campaigns for internal and external applicants, setting up recruitment and employee files, co-ordinating arrangements with line managers and recruitment agencies, drafting and posting vacancy adverts, sifting/long-listing applicants, arranging interviews, liaising with selected and unsuccessful candidates, confirming job offers and preparing contracts of employment and joining information, to support provision of a comprehensive, professional and efficient recruitment service for the College.				
5.	Liaise with current and prospective employees, third party suppliers and visitors, the College Security Unit and external vetting agent to collate, review, process, confirm, maintain and renew security clearances and other pre-employment checks to ensure that accurate, up-to-date, auditable records are maintained of all persons authorised to work on the College estate.				
6.	Develop, maintain and update HR digital, SAP and hard copy records, line manager access and filing systems to ensure appropriate, auditable and efficient monitoring, tracking, retrieval, retention and safe disposal of accurate, confidential employee and PDR data in compliance with College of Policing Information Security and payroll procedures and Data Protection and Freedom of Information principles and provisions.				

7.	Compile, analyse and summarise employee data to produce a range of management reports, in accordance with business needs, for example recruitment and employee non-attendance statistics, security clearances, agency, contractor and secondment contract end dates, to support effective and appropriate HR business management.
8.	Arrange, coordinate and attend interviews, assessment centres, meetings and other events using LTM and Outlook, including scheduling attendees and interviewers/assessors; booking rooms, equipment, refreshments, travel and accommodation as required in accordance with College of Policing procedures; preparing and circulating agendas; producing and circulating timely and accurate notes and minutes, maintaining a comprehensive and continuing record of decisions made and actions required.
9.	Maintain a safe working environment by monitoring, reporting and arranging the rectification of office equipment, cleaning and maintenance faults. Ensure security of access to premises by providing a first level reception service to callers.
10.	Use College systems to make small value purchases, generate, reconcile and monitor purchase orders and receipt deliveries. Where appropriate, monitor invoices against prescribed budget limits.
<b>Dimensions</b>	
People Management	<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>
Budget £	<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>
Other	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>Impact</b>	
Key indicators of success	<ul style="list-style-type: none"> <li>▪ Deadlines achieved through effective work prioritisation</li> <li>▪ Efficient HR systems and processes maintained supporting accurate and accessible records for audit purposes</li> <li>▪ Provision of efficient and adaptable HR and recruitment administration service</li> </ul>
<b>Essential Criteria – Training and Qualifications</b>	
<ul style="list-style-type: none"> <li>▪ Level 3 qualification (e.g. A-levels, Certificate in Personnel Practice (CPP), NVQ level 3 or similar) or extensive equivalent level experience in a related area</li> <li>▪ GCSE Passes in English Language and Mathematics or equivalent qualifications</li> <li>▪ Evidence of commitment to continuing professional development in HR</li> </ul>	
<b>Essential Criteria - Experience</b>	
<ul style="list-style-type: none"> <li>▪ Previous administrative experience in an HR and/or recruitment function with demonstrable organisational ability, working methodically with attention to detail.</li> <li>▪ Experience of scheduling meetings or events, preparing agendas and documentation, taking and drafting accurate minutes</li> <li>▪ Experience of managing a wide variety of activities, multi-tasking and delivering to tight deadlines</li> </ul>	

### Essential Criteria – Skills and Knowledge

- Proficient in MS Office applications
- Proficient in SAP or equivalent HR database
- Excellent verbal and written communication skills with customer-focused attitude and telephone manner
- Excellent standard of planning and organisational ability
- Ability to prioritise work to ensure deadlines are met
- Ability to work in a pressurised environment, remaining calm while dealing with a range of tasks simultaneously
- Ability to work on own initiative and as part of a team
- Knowledge and understanding of principles of employment law and HR good practice

### Desirable Criteria

- Ability to take shorthand for Minute taking
- Knowledge of Data Protection and Freedom of Information Legislation
- Knowledge of software packages such as SAP, e-procurement and specialist policing systems if relevant to role
- Knowledge of UK policing environment and Police Services geography

### Other Information

- Vetting level:
- Generic Job Description –specific tasks may vary between roles and locations
- Role contributes to the performance of the team and flexibility is required to support the wider business needs.
- Will require occasional travel to all College of Policing sites and to those of Policing-related organisations in England and Wales
- Must apply and promote the College of Policing Code of Ethics and Integrity principles

### Organisation Chart

See overall structure chart

Authorisation		Version	
Prepared by	W Tucker, Organisation Design Lead	Date	27/8/15
Authorised	M Hyde, Shared Services Manager	Date	8/9/15