

# HR Administrator

## Job Description

### Position overview

<b>Department</b>	Resourcing & Operations
<b>Location</b>	London (St Katharine Docks) / Remote (Hybrid)
<b>Term</b>	Full-time; permanent
<b>Salary</b>	£28,000 - £30,000 per annum, depending on experience
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	January 2023

The University is part of the Northeastern University global network. Northeastern University's main campus is in Boston, but it has additional sites in California, Washington, North Carolina, Maine, Toronto, and Vancouver. The London campus delivers UK undergraduate and taught postgraduate degrees to home and international students as well as providing teaching for a range of mobility students from Northeastern studying for a period in the UK.

We are looking to appoint an enthusiastic and highly organised individual in a supporting role to the HR department. The role has a high volume of recruitment at busy intervals.

You will be able to provide accurate and efficient HR and Recruitment support and administration, in accordance with company policy, procedures, best practice and legal requirements. Providing customer focused, comprehensive, pragmatic and timely HR support.

To be successful in this role, you must be able to work as part of a small team, whilst independently and proactively completing tasks. Excellent communication and IT skills, accuracy, and attention to detail are essential requirements. The nature of this role requires a tactful and confidential approach.

## Duties and Responsibilities

- Supporting staff recruitment processes, including handling of the application and shortlisting process, posting jobs ads, liaising with candidates and scheduling of interviews, preparing offers and contracts of employment, referencing, carrying out DBS checks and collecting required documentation at offer stage.
- Supporting and coordinating the onboarding process for new starters, including scheduling of inductions and conducting HR inductions.
- Managing the offboarding process for leavers.
- Maintaining an accurate and efficient HR database with employee information and necessary documentation, including administering new starters, changes and leavers on the system.
- Dealing with day-to-day HR queries and advising in line with the current policies and procedures.
- Producing informative reports using the HR platform.
- Coordinating and assisting with periodic processes, such as auditing accuracy of information, collation of completed appraisal documentation, auditing training logs etc.
- Support University-wide staff training initiatives, with the creation of training packs, agendas, event facilities etc.
- Other ad hoc duties as required by the HR department, including participation in project work and payment of invoices.
- Foster a positive work environment with a good team spirit including the wider support teams, with student and staff experience at the forefront of all efforts.
- To comply with relevant University policies, including Financial Regulations, Equal Opportunities Policy, and Health & Safety.
- The post holder will be required, in the absence of other colleagues or when the department is under pressure, to assist with other duties.

## About the University

Founded in 2012, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University’s global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moving to new premises in 2021. NCH continues to grow taking in more students year on year, further expanding its courses, network and opportunities.

Person specification criteria (essential / desirable)

<b>Specification</b>	<b>Essential/ Desirable</b>
<b>Education, Qualifications and Training</b>	
Undergraduate degree	D
Qualification (or working toward) in Human Resources	D
<b>Experience</b>	
Experience of working in an administrative support role, providing high quality and timely work	E
Experience of working in an administrative support role within a Human Resource department	E
Experience of working in an administrative support role within Higher Education	D
Able to prioritise own workload and manage conflicting deadlines, able to manage multiple tasks simultaneously and able to work without close supervision	E
<b>Knowledge, Skills and Abilities</b>	
Good written and oral communications and strong interpersonal skills to deal with individuals at various levels, and on potentially sensitive matters	E
Excellent IT Skills, including Excel, Mail Merge, and report creation and the ability to learn to use new systems quickly	E
Well organised, able to prioritise and work to deadlines	E

Strong attention to detail Demonstrates an eye for detail and an ability to stick to routine tasks	E
A team player, with the ability to work independently	E
Awareness of Data Protection and Confidentiality essential when working in a Human Resources environment	E
General knowledge of terms & conditions of employment	E
Excellent customer services skills	E

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

### Application process

Applications should be made via [this link](#) by 20:00 on **13<sup>th</sup> December 2022**. Please reference your application “**HRA1122**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.