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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** HR & Recruitment Officer

**Department:** Human Resources

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Human Resources Manager

**Reports:** N/A

**Salary / Scale:** Support Spine – Band 9 £30,203.00 - £34,022.00 per annum

**Date of Issue:** January, 2024

**Organisation Chart:**

Principal

Human Resources Manager

Executive Director of Human Resources

HR & Payroll Officer

HR Assistant

HR & Recruitment Assistant

HR & Recruitment Officer

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1. **Aims and Purpose of the Post**
   1. Provide a first-line advisory service to internal stakeholders in line with legislation and College policy across the whole employee lifecycle.
   2. Provide an Internal Recruitment service to attract and retain talent and promote the College as an ‘employer of choice’.
   3. Support with the completion of HR administration with HR colleagues to ensure an excellent HR Service.

**2.0 Specific Responsibilities**

### **HR Advisory and Administrative**

* 1. Build relationships with managers at all levels and develop a broad understanding of the College to help identify solutions to people issues.
  2. Provide first line guidance to internal stakeholders on Employee Relations issues in line with legislation and policy across the whole employee lifecycle.
  3. Provide first line coaching and guidance to Line Management on HR policies and procedures.
  4. Assist the Human Resources Manager with employee relations casework, seeing through to successful outcomes.
  5. Work with the Human Resources Manager and Executive Director of Human Resources to drive the People Plan.
  6. Assist the administration team with the preparation of employment documentation for new employees, including contracts, offer letters and associated paperwork.
  7. Assist the administration team with pre-employment checks that meet Safer Recruitment guidelines and Keeping Children Safe in Education guidance.
  8. Update the HR system and develop reports as required.
  9. Resolve and respond to the HR queries in the inbox in conjunction with the administration team.

### **Recruitment**

* 1. Lead on recruitment at the College, working with the hiring managers and the HR team to identify improvements to service, efficiencies and delivering excellent service.
  2. Partner with the hiring managers and Human Resources Manager to identify current and future critical roles and deliver succession planning for the business.
  3. Work with recruiting managers to provide advice and support on all recruitment issues including Business Cases and Job/Person Specifications to bring the required skillsets in to the College.
  4. Effectively source and utilise relevant advertising space across all media to generate appropriate applications for College vacancies that are cost effective.
  5. Write engaging adverts that attract key talent to the College and place on a wide range of media.
  6. Manage the recruitment process with the hiring managers from end to end to ensure successful outcomes, legislative compliance, safer recruitment compliance and best practice.
  7. Support the promotion of the College Brand in recruitment to deliver the objective of the College as an ‘employer of choice’ to engage and retain the skillsets we require.
  8. Work closely with our Marketing team to ensure our public profile is developed in accordance with corporate standards and creates a positive public image.
  9. Host and participate in recruitment events and job fairs to attract talent to the College.
  10. Provide advice, support and training to line managers in the recruitment process.
  11. Liaise and negotiate preferred supplier recruitment agency contracts that meet the needs of the diverse skillsets across the College and leverage economies of scale to reduce recruitments costs and increase efficiency.
  12. Develop relationships with preferred suppliers for temporary staff to enable immediate coverage in key areas that meets with safer recruitment guidelines.
  13. Support recruiting managers in shortlisting candidates and facilitating recruitment and selection events.
  14. Develop a good knowledge of all areas of College operations and use this knowledge and understanding to promote employment opportunities.
  15. Generate proposals for enhancing and improving the recruitment process.
  16. Develop and maintain a set of recruitment KPI’s that can form the basis of regular reporting to the Human Resources Manager.
  17. Champion equity, diversity and inclusion in every element of the employee lifecycle.
  18. To attend day and evening meetings, courses, etc. considered to be of benefit to the College and the individual.
  19. To promote and adhere to the College’s Safeguarding Policies and Procedures.
  20. To promote and adhere to the College’s Health & Safety Policies and Procedures.
  21. To manage student conduct in accordance with College policies.
  22. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
  23. The active promotion of and commitment to best practice in equality, diversity & inclusion.
  24. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
  25. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering Cycle to Work Scheme (subject to conditions)

High Street Discounts

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee)……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** | |
| **Person Specification – HR & Recruitment Officer** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent. |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent). | X |  |
| Commitment to and evidence of CPD. | X |  |
| CIPD Level 3 (or equivalent experience). | X |  |
| CIPD Level 5 or working towards (or equivalent experience). |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role. | X |  |
| Experience of working with young people. |  | X |
| Good knowledge of employment law and experience of ER cases. | X |  |
| Experience and aptitude in providing competent, high quality and reliable advice/guidance, in a timely manner. | X |  |
| Previous knowledge of HR systems and experience producing and analysing key HR metrics. |  | X |
| Proven experience of excellent stakeholder engagement skills, including the ability of managing key relationships and influencing outcomes. | X |  |
| Experience of working with confidential information. | X |  |
| Excellent administration and MS Office skills with an ability to learn new packages quickly. | X |  |
| Working knowledge of a range of online and print media. |  | X |
| Adept at using language targeted at different audiences to maximise impact of communications. |  | X |
| Confident in the use of social media as a promotion tool. | X |  |
| Ability to work with data and ensure accuracy. | X |  |
| Experience of championing a brand. |  | X |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Highly organised and comfortable prioritising own workload in a busy environment to achieve key goals. | X |  |
| Self-motivated, flexible and dynamic – focused on developing the role to drive the people plan. | X |  |
| Excellent interpersonal skills and able to adapt your style and approach to meet the needs of stakeholders at all levels. | X |  |
| Strong attention to detail and good analytical skills. | X |  |
| Capacity to actively promote workplace values. | X |  |
| Ability to manage multiple projects/activities at once. | X |  |
| Excellent customer service skills to ensure a professional and positive customer experience is given at all times | X |  |
| Team player focused on the provision of an excellent service | X |  |
| **Safeguarding** |  |  |
| Satisfactory Enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website