VACANCY: HR Administrator (50% part-time, 20 hours per week)

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. The College is the most cosmopolitan in Cambridge, which, together with its egalitarian ethos, helps to create a very friendly working environment.

Full details of the College are available at www.wolfson.cam.ac.uk

HOW TO APPLY

Please complete a Wolfson College Application Form from the Wolfson College website at www.wolfson.cam.ac.uk/jobs and send it, with a covering letter setting out why you feel you are suitable for this role, to arrive by 12 noon on 8 May, to:

Mrs Sally Cullen (ref. HR Administrator)
HR Manager
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: jobs@wolfson.cam.ac.uk

Interviews will take place on 18 May.

TERMS AND CONDITIONS

Salary: £26,908-£28,692 p.a. full-time equivalent (£13,454-£14,346 pro rata at 50%) depending on experience.

Benefits: Membership of the NOW:Pensions scheme (www.nowpensions.com), with employer contributions up to 13%
Death-in-service benefit of two times salary
Membership of a healthcare cash plan
25 days’ holiday per year, plus public holidays (pro rata for those not working a 5-day week)
Free staff lunch when the College kitchens are open
Use of the College Gym and Library
Free parking

Hours: 20 hours per week, to be worked over 4 or 5 days, between Monday and Friday.

Probation & notice:

There is a six month probationary period, during which the notice period is one week on either side. On completion of the probationary period, the notice period is two months on either side.
JOB DESCRIPTION

Job title: HR Administrator

Responsible to: HR Manager. The College Officer with overall responsibility for staff is the Bursar.

Part-time: 20 hours per week

JOB PURPOSE

This is a new post, which reflects the development of the HR function in the College. The post-holder will be responsible to the HR Manager in assisting to provide a comprehensive and efficient human resources service to the College Officers and all staff. The HR Office seeks to maintain high professional standards and to deliver a friendly, efficient and confidential service.

This is a 50% part-time post for 20 hours per week, with the working pattern to be mutually agreed, and is an excellent opportunity to join one of the most cosmopolitan and egalitarian Colleges in Cambridge, with good benefits including free parking.

Key duties and responsibilities:

Support the HR Office in its daily operation of the HR functions, including but not limited to:

- assist in the recruitment process including placing advertisements, processing applications and arranging interviews;
- record equal opportunities data for monitoring and analysis;
- carry out necessary pre-employment checks, including the right to work;
- assist in the preparation of offer letters and contracts;
- assist with the induction process for new staff by preparing induction packs and collecting all starter information;
- assist in the maintenance of the on-line Staff Handbook;
- maintain the staff area of the College website, including recruitment information;
- assist the HR Manager with the maintenance of staff records both electronically and manually to ensure records are correct and up-to-date;
- maintain holiday, sickness absence and training records in the HR system;
- diarise deadlines and manage the paperwork for procedures such as probationary reviews and annual staff reviews;
- prepare reports via the HR database on employees’ absence data;
- assist the HR Manager with the administration of staff benefits including pension schemes;
- assist in the sourcing and organisation of staff training;
- assist with the organisation and administration of staff social events throughout the year;
- deal with enquiries either by phone or in person;
- maintain and develop the staff Time & Attendance system (TimeNet).

Other relevant duties may be delegated by the HR Manager from time to time.
DECISION-MAKING

i. Decisions taken by the role-holder without reference to others:
Prioritise tasks on a daily basis, in order to meet deadlines.

ii. Decisions taken by the role-holder in collaboration with others:
Decisions taken in collaboration with HR Manager about a range of staff issues including compliance matters, training, recruitment.

iii. Decisions taken by others following advice/input by the role-holder:
The HR Office provides information and guidance to line-managers in relation to employment legislation, which assists them in making decisions in relation to employment issues.

NETWORK OF CONTACTS

- Wolfson College: College Officers, Managers, Staff
- Other Colleges within the University: network with other Cambridge College representatives through the HR Forum
- Cambridge University: HR Department, University Card Office, Pensions Office.
- External: HR software provider, UKBA, advertising resources, employment agencies, job applicants, training providers.

TRAINING AND DEVELOPMENT

- Training will be provided which is necessary to fulfil the role and to progress the professional development of the post-holder.

HEALTH AND SAFETY

- Duty to take reasonable care of one’s self and other persons who may be affected by acts or omissions.
- Duty to co-operate with employer and other persons in all matters concerning Health & Safety.
- Duty not to interfere with or recklessly misuse anything provided in the interests of health/safety/welfare.
**Person Specification:**

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>

### Qualifications, Experience and Background

- Previous experience within an administrative role
- Excellent level of numeracy and literacy
- Educated to A-level standard or equivalent
- An accredited CIPD qualification (or working towards such a qualification)
- Experience of working within a Higher Education environment
- Experience of working in a Cambridge College
- Experience of working in an HR remit

### Technical Knowledge and Skills

- High level of proficiency in MS Word, MS Excel, MS Outlook
- Experienced in using HR databases
- Able to prioritise, work effectively under pressure and meet deadlines
- A good eye for detail and ability to work with a high level of accuracy
- A good understanding of current employment law
- Proficiency in Adobe Acrobat Professional

### Personal Attributes

- Good communication and listening skills
- Able to work under own initiative
- Calm, friendly and approachable
- Able to maintain a high level of confidentiality and discretion
- Good interpersonal skills to form effective working relationships with people at all levels
- High level of spoken and written English
- Enjoys working as part of a small team
- Willingness to be flexible