

**PETROC**

HUMAN RESOURCES ADMINISTRATOR

Barnstaple

Information for Candidates

# PETROC

## **TERMS & CONDITIONS OF EMPLOYMENT**

### **Hours of Work**

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. Staff will normally work a 37-hour week, pro- rata for staff on a part time basis.

### **Holiday**

You will be entitled to 30 days paid leave per annum, plus Bank Holidays; pro- rata for staff on a part time basis. The college traditionally closes between Christmas and the New Year and these three days are additional to your leave entitlement.

### **Pay**

As detailed in the job description below.

### **Probationary Period**

As with all Petroc appointments, there will be a 6-month probationary period. This is to provide the opportunity for your line manager to ensure that you are supported in your role and progressing as expected. The notice period will be one week during this probationary period.

### **Pension Scheme**

You will automatically join the Local Government Pension Scheme. Your contribution would be from 5.5% of your gross salary, with Petroc contributing 14.9% on your behalf.

### **Performance Development Reviews (PDR)**

All Petroc employees are required to take part in annual PDR's. Your review is aimed at establishing work targets and identifying any training and development needs you may have.

### **Induction**

On joining, you will take part in our induction programme including, Equality, Diversity & Inclusion Training, Health & Safety, Safeguarding and Prevent Training as part of your Contract of Employment.

### **Trade Unions**

You will be entitled to join a union at the college and are encouraged to do so by college management. College management consults with staff through a Joint Consultative Committee framework upon which recognised trade unions and/or professional organisations are represented. The recognised union for support staff is UNISON. If you are appointed to the post you are applying for and wish for more information, the Human Resources Office will put you in touch with the appropriate branch representative.

## **Criminal Background Disclosure**

You are required to declare any pending criminal prosecutions you may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that you would not need to disclose any 'protected' cautions or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

**Please note, failure to disclose this information at any stage of the selection process could lead to dismissal upon appointment in a role.**

**DBS Disclosures will be taken up on successful candidates only.**

## **Sick Pay**

Petroc offers you the benefit of an enhanced sickness allowance when absent due to illness after your probation period. This allowance ranges from 30 days full pay and 61 days half pay during 1st year of service up to a maximum of 183 days full pay and 183 days at half pay after 5 years' service.

## **ID Badges**

Photo ID badges are issued on appointment and can be used for photocopying and library borrowing as well as for identification purposes. It is a requirement that you wear your badge whilst on any college premises.

## **Car Usage & Expense Claims**

This role will require you to work at each of our campuses, two in Barnstaple and one in Tiverton and it is required that you use your own vehicle for travelling between campuses. In order to claim mileage expenses your car insurance must cover you for business usage. A copy of the insurance certificate would need to be supplied along with a driving license check to the customer services team on joining.

APPLICATION

**Closing date for applications is 27 November 2022. This role could also be considered as an apprenticeship to support a career change.**

**All positions are subject to the completion of an Enhanced DBS Disclosure**

**Completed applications should be returned to [staffrecruitment@petroc.ac.uk](mailto:staffrecruitment@petroc.ac.uk) or to the Human Resources Office, Petroc, Old Sticklepath Hill, Barnstaple, Devon, EX31 2BQ by no later than the closing date on the website.**

**Applications received after this deadline will not be accepted.**

**If you have not been called for interview within three weeks of the closing date for this post, unfortunately you have not been successful on this occasion.**

# PETROC

## HUMAN RESOURCES ADMINISTRATOR BASED AT Barnstaple Campus PART TIME/PERMANENT

Name:	HR ADMINISTRATOR	Date:	November 2022
Responsible to:	HR Coordinator		
Direct Report(s):	NA		
Links to:	HR Business Partners, Head of People, all staff.		
Salary:	Scale 4 - £17,239 - £19,200 per annum (£19,155 - £21,334 FTE)	Hours:	33.3 hours x 52 weeks (0.9 FTE)

This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and overridden by the post-holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed.

The College has an active Equal Opportunities, Diversity and Inclusion Policy, commitment to which is expected from all staff. Applicants are, therefore, invited from all suitably qualified people irrespective of disability, gender or race. In particular, applicants with a disability, if they wish to do so, may indicate on the application form details of their disability.

### MAIN FUNCTION OF THE JOB

- To provide a comprehensive and confidential HR administration service.
- To provide comprehensive, confidential, timely and accurate coordination and administration of workforce development to the College and the Workforce Development team.

### MAIN DUTIES

- To provide comprehensive administration support in a busy environment
- To note take at any employee relations matters.
- Deal with all enquiries of a workforce development nature.
- To manage areas of the delegated training budget that are allocated to Human Resources, maintaining the workforce development budget spreadsheet and reconciliations, raising orders as required
- Identify training needs from various sources including appraisals and observations processes in line with business needs.
- Process all training requests in a timely manner, ensuring all paperwork is correctly authorised and budgets are not exceeded, liaising with SMT and advise when budgets are close to their limit.
- Update My Petroc and other systems with all workforce development activities.
- Produce the weekly CPD schedule of events in conjunction with the Director of HR & OD.
- Facilitate the booking of rooms, venues, refreshments, and facilitators for CPD events to ensure that training events operate efficiently.
- Fully coordinate cross College staff development days – supporting internal and external deliverers as required, liaising with reception to ensure visitor protocols are followed, consulting upon and communicating the CPD schedule, booking staff to attend and overseeing the day/s.
- Evaluate pre-created materials and resources.
- General administration duties
- Administer the process for employee changes, starters and leavers

- Maintain and update the Human Resources Management Information System
- Safeguarding/DBS procedures to support new staff and training facilitation
- To embrace, support and champion the college's vision and values.
- Ensure implementation of College Health & Safety Policy, Equality, Diversity and Inclusion Policy and the implementation of related initiatives and procedures within the College.
- To keep confidential records in accordance with the General Data Protection Regulations and college procedures.
- Undertake appropriate staff development and attend conferences and meetings at the College or elsewhere as required.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the Colleges' campuses.

**GENERAL REQUIREMENTS**

Petroc is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through the selection stages and pre-employment checks.

Petroc is committed to Equality and Diversity and promoting Equality and Diversity and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through ensuring that at all stages of recruitment and selection are non-discriminatory and individuals are employed or promoted regardless of gender, marital status, age, ethnic origin, religion or belief, sexual orientation, disability or previous criminal records.

Actively take part in the College probation and Performance Development Review processes.

Undertake such duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.

**CONDITIONS OF SERVICE**

The College standard Terms and Conditions of Employment apply.

The job description is current at November 2022. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job

Signed: ..... Date: .....

(Name)

Signed: ..... Date: .....

(Sheena Murphy-Collett, Vice Principal – People, Organisational Development & Engagement)

**PERSON SPECIFICATION**

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:	X	X
	• Experience of working in an administration or customer service role		
	• Experience of working with a range of stakeholders, including employers	X	X
	• IT Literate – must have a good level of experience including knowledge and experience in Word, Excel, Powerpoint	X	X

	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and experience of dealing directly with a wide variety of people.</li> <li>• Ability to work independently as well as in a team</li> <li>• Proactive approach to problem solving</li> <li>• Flexible approach to working due to out of hours events, excellent time management skills</li> <li>• A friendly professional manner and appearance</li> <li>• Self-motivated with an ability to thrive under pressure</li> <li>• Ambitious and results orientated</li> </ul>	X	X
	<ul style="list-style-type: none"> <li>• Experience of working in a HR environment would be desirable but not essential</li> </ul>	X	X
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Qualified to Level 3 (A Level or Btec) or minimum of 3 years of industry experience is essential</li> <li>• GCSE Maths &amp; English or equivalent</li> <li>• Use of windows, Google and email</li> </ul>	X	X
	<p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of working in an administration or customer service role would be desirable but not essential</li> <li>• Experience of using a HR Information system would be desirable</li> </ul>	X	
Business Support Behaviours	<ul style="list-style-type: none"> <li>• Communicates clearly and with confidence to a wide range of people. Articulates understanding and gains support from others</li> <li>• The ability to anticipate, prepare, respond and adapt to sudden and incremental changes. Has an acceptance of reality, core values align with the college, ability to improvise</li> <li>• Enjoys working hard, is action orientated and full of energy for tasks they see as challenging. Not fearful of acting with a minimum of planning, seizes more opportunities than others</li> <li>• Takes the initiative, makes decisions and takes responsibility for actions in support of department / faculty and wider college. Has an eye to the future and able to align personal and department / faculty aspirations to the overall strategic direction.</li> </ul>	X	X
		X	X
		X	X

	<p>Develops ideas, adds values and seeks opportunities for leadership</p> <ul style="list-style-type: none"> <li>• Looks forward to the broadest possible view of an issue / challenge, has broad-ranging personal and business interests and pursuits, can easily pose future scenarios, can think cross college, can discuss multiple aspects and impacts of issues and project them into the future</li> <li>• The use of digital technology to develop and transform the engagement of others</li> </ul>	X	X
		X	X
College values	<ul style="list-style-type: none"> <li>• Respect - to embrace differences, respect the values, ideas and beliefs of others and renew our own values through discussion and exploration.</li> <li>• Community - to believe in community, the ability to do more together, the mutual commitments that hold people together, and in responsibility beyond one's own self-interest</li> <li>• Empowerment - to create an educational environment that empowers learners and staff to exceed their own expectations and enables them to shape the future of our world</li> </ul>		X
Mandatory requirements	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Commitment to safeguarding and Keeping Children Safe in Education</li> <li>• Commitment to safeguarding adults at risk</li> <li>• Commitment to equal opportunities and inclusion (SEND)</li> <li>• Commitment to British Values and the Prevent agenda. Embracing differences, respecting values, ideas and beliefs of others, renewing own values through discussion and exploration.</li> </ul>		X