

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	HR Admin Assistant	<b>Post Number:</b>	CS0802P
<b>Daily Supervision:</b>	HR Assistant - FE Resources	<b>Grade:</b>	CSS Scale 3
<b>Department:</b>	Human Resources	<b>Last Updated:</b>	June 2021

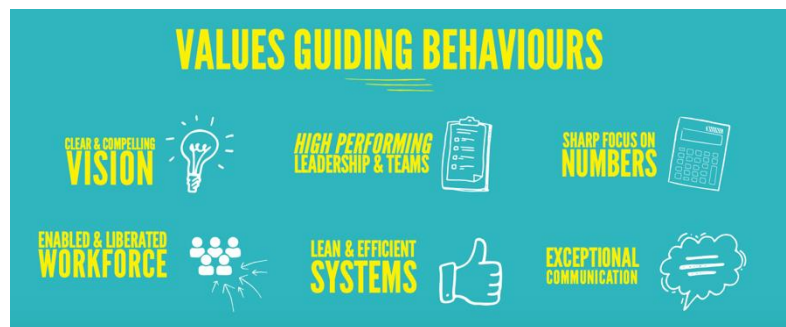
### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

To support the HR recruitment team in the administration of recruitment activities for both college employees, FE Resources (FER) associates and other temporary agency workers.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To support the FE Resources Assistant/HR Assistant Recruitment with the administration of recruitment activities for both college employees, FE Resources (FER) associates and other temporary agency workers, including:
  - Creating shortlisting and interview files
  - The creation of, and amendments to, FE Resources bookings
  - Liaising with departmental contacts to ensure timesheets are approved/submitted on time
2. To play an active role in attracting potential candidates to both temporary and permanent roles within the Lincoln College Group by assisting the FE Resources Assistant/HR Assistant Recruitment at both internal and external recruitment fairs/networking events.
3. To be the administrator on official Lincoln College recruitment social media accounts.
4. To support the onboarding process for both college employment and temporary agency workers by undertaking new starter meetings and ensuring that all new starters have access to Workplace, Employee Self Service and Perkbox on their first day.
5. To assist with the administration of safer recruitment related processes and records for the recruitment team, including contacting organisations to obtain employment references.
6. To assist the FE Resources assistant with the monitoring of Safeguarding and Prevent training for all FER associates and other temporary agency workers.
7. To assist the FE Resources assistant with the recording of the qualifications of FE Resources Associates in line with college procedures and skills requirements.
8. To be on the HR team earlies rota in order to take sickness absence calls for college employees.
9. To work flexibly, covering tasks within the HR team and across the college as required.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To maintain professional standards and expertise by undertaking relevant professional development.
12. To maintain quality standards appropriate to the post.
13. To conform with the Health and Safety requirements relevant to the post.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

Knowledge		PSM
1	NVQ Level 2 in Business Administration or equivalent	A/I

Skills/Abilities – Interpersonal		PSM
2	Good written and oral communication skills	A/I/T
3	The ability to work as part of a team	A/I
4	The ability to maintain confidentiality	A/I

Experience		PSM
5	Recent relevant administrative experience	A/I
6	Good organisational/time management skills	A/I
7	Practical experience of using relevant IT	A/I/T

Work Related Circumstances		PSM
8	The ability and willingness to undertake relevant staff development	A/I
9	The willingness to work flexibly, covering tasks across both the HR team and College as and when required	A/I/T

Skills/Abilities - Other		PSM
10	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
11	The ability to promote Equal Opportunities & diversity throughout all aspects the role	A/I

<b>Prepared By:</b>	Kerri Robson - HR Manager
<b>Date:</b>	June 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test