

## **ADVERT**

# **People Resourcing Administrator (Recruitment Administrator)**

**Ref: ME2425023**

**Hours: 37 hours per week**

**Salary: In the range of £23,445 - £25,916 per annum (Dependent on skills, experience and qualifications)**

**Reporting to: HR Manager**

**Primary Location: Northampton, Booth Lane Campus**

**Closing Date: Monday 7<sup>th</sup> October**

**Interview Date: TBC**

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## About Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

## The Team

The HR Team support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

We now have an opportunity for an aspiring HR professional, an experienced administrator with excellent customer service and multi-tasking skills, or someone experienced in recruitment and selection methodologies to join the College's HR Team.

You will be provided with opportunities to develop your career in HR through both learning and exposure to the diverse work of an HR team. You will have the support of an exceptional team and the opportunity to work for an organisation that makes a significant and positive difference to thousands of students each year.

## The Role

The main focus of the People Resourcing Administrator role will be to work with the People Resourcing Partner and line managers to deliver innovative, inclusive and legislatively compliant recruitment and selection methods, enabling the College to attract and recruit high performing individuals committed to the values, aims and objectives of the organisation.

The post holder will also support the People Resourcing Partner/HR Manager/Vice Principal (HR and Student Services) with administrative matters relating to organisational and workforce development.

## The Successful Candidate

**The successful candidate's knowledge, skills, experience, abilities and qualities will include:**

- Level 3 HR/Business qualification (or willingness to study for Level 3 accredited qualification).
- Experience of managing and taking ownership of multiple tasks/delivering results within stringent deadlines, whilst maintaining high levels of quality and a strong customer focus.
- Proficient in the use of a diverse range of IT/ICT systems.

- Experience of working with individuals at all levels in a professional, welcoming and helpful way with the ability to be assertive and diplomatic.
- Sound analytical and problem-solving skills with the ability to make timely and balanced decisions, offering practical solutions.
- Being a persuasive, confident and clear communicator, both verbally and in writing.
- Having high levels of attention to detail and accuracy.
- Being resilient, able to work well in a fast-changing pressurised environment, managing conflicting priorities effectively.
- Have a strong work ethic.
- Being flexible.
- Being team, customer and organisation focussed.

### **Rewards and Benefits include**

- 35 days annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year.
- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel.
- Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%).
- Access to continued professional development.
- Free car parking and electric car charging facilities.
- Gym facilities.
- 24 hours per day, 365 days per year Employee Support Helpline.
- Enhanced maternity/shared parental and paternity schemes.
- Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative).

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

**This post will require a Disclosure and Barring Service (DBS) check.**

# **Job Description & Person Specification**

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The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

### Values

- Strive to always be excellent
- Respect and support each other.
- Put students at the heart of our college.
- Ensure the wellbeing of staff and students, build resilience, and celebrate differences.
- Make sure employer needs are at the heart of our plans.
- Be a positive influence in our community.

### Working as part of the team

The HR Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

The team has an exceptional work ethic, a commitment to improving organisational effectiveness, and recognise the importance of each individual within the team being able to contribute their professional knowledge, opinion and skills in developing an HR function which continually seeks better ways of doing things. Working within HR at the College is not for the faint hearted. It requires resilience, hard work, an ability to deal with challenging situations, the formation of high trust relationships with team members and colleagues across the organisation, and a dedication to the profession and continuous individual/team learning.

If you believe you have these attributes, you will be provided with opportunities to develop your career in HR through both academic learning and exposure to the diverse work of an HR team. You will have the support of an exceptional team and the opportunity to work for an organisation that makes a significant and positive difference to thousands of students each year.

## Role Specification

- Working under the guidance of the People Resourcing Partner, manage the recruitment processes, from an HR perspective, liaising with managers across the organisation to ensure effective and cost-effective recruitment campaigns.
- Support the organisation with/attend recruitment events.
- Work with the People Resourcing Partner to develop new and innovative recruitment methods.
- Support managers with selection processes to ensure they are undertaken effectively and in accordance with the College's equality, diversity, inclusion, legal and moral obligations.
- Provide candidates and potential new employees with a professional and effective service.
- Monitor applications for Criminal Conviction declarations, referring cases to the People Resourcing Partner/HR Manager for consideration.
- Produce data for the People Resourcing Partner to allow for salary recommendations to be made to the HR Manager for new employees/existing employees who are changing their role.
- Formulate and issue, to new employees, new starter documentation including contracts of employment.
- Formulate and issue, to existing employees, documentation in respect to new roles or variations to existing roles.
- Carry out individual inductions with new employees and complete all employment checks in accordance with College and statutory requirements.
- Ensure up-to-date knowledge and full adherence to the Keeping Children Safe in Education Statutory Guidance, particularly in relation to the Single Central Record and Safer Recruitment requirements.
- Process/calculate data relating to College employees, for example, absence data, payroll data (including pensions), change of personal details, leaver paperwork, pro-rata holiday entitlement and salary etc; quality checking data submissions in respect to HR policies/practices.
- Carry out all administrative duties as required to meet the College's statutory requirements and HR's obligations to the business.
- Process/archive data in accordance with data protection principles.
- Carry out any other duties as required by the organisation/People Resourcing Partner/HR Manager/Vice Principal for People and Resourcing Partner, including supporting College Open Events and invigilating examinations during the peak examinations period.

## Generic Business Support

- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff.
- To maintain the highest professional standards.
- To participate on appraisal and staff development.
- To treat colleagues with dignity and respect.
- To demonstrate an understanding of the significance of equality of opportunity and diversity and implement it in all aspects of your work.
- To carry out any other duties as required by the organisation including supporting College Open Events and invigilating examinations.
- To ensure a healthy and safe working environment at all times and take reasonable care for your own safety and that of other College users.
- To comply with all approved College policies and procedures.
- Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

## Other Information

### Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.

### Safeguarding


The College is committed to safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.





Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

### **Professional Development and Employee Performance and Development Reviews**

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the annual Employee Performance and Performance review, with your line manager, being one element of this.

### **Health and Safety**

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

### **Data Protection**

The College's stakeholders should be confident that the College holds data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

## Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Educated to level 2 GCSE standards and/or relevant experience</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Grade 4/C GCSE English and Maths</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Level 3 HR/Business qualification or willingness to study for Level 3 CIPD accredited qualification</li> </ul>	E	A
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of managing and taking ownership of multiple tasks/delivering results within stringent deadlines, whilst maintaining high levels of quality and a strong customer focus</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Proficient in the use of a diverse range of IT/ICT systems</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Experience of working with individuals at all levels in a professional, welcoming and helpful way with the ability to be assertive and diplomatic</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Experience of working within a high performing, collegiate, HR function</li> </ul>	D	A/S
<b>Knowledge/Skills/Abilities</b>		
<ul style="list-style-type: none"> <li>Ability to communicate clearly and concisely at all levels whilst understanding your customer's needs</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Ability to be self-motivated, to reflect on own performance within a role and to identify areas of learning/improvement</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Ability to multi task whilst having exceptional attention to detail</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Flexible approach to work and work area, working outside normal hours when reasonably required to do so</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Understanding of safeguarding as it pertains to the Further Education Sector</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Understanding of the benefits of equality, diversity and inclusion within society</li> </ul>	E	A/S

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<ul style="list-style-type: none"> <li>Understanding of the principles of Data Protection</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Ability to travel effectively, for example to other College campuses (Daventry and Northampton)</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Diplomatic, confidential and able to conduct self professionally at all times</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Sound analytical and problem-solving skills with the ability to make timely and balanced decisions, offering practical solutions</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Persuasive, confident and clear communicator, both verbally and in writing</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>High degree of integrity and honesty</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>High levels of attention to detail and accuracy</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Able to recognise and take responsibility for mistakes to enable continued improvement/learning</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Resilient; able to work well in a fast-changing pressurised environment, managing conflicting priorities effectively</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Customer-focussed</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Effective team worker</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Self-motivated</li> </ul>	E	A/S
<b>Qualities</b>		
<ul style="list-style-type: none"> <li>Strong work ethic</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Collegiate</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Innovative</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Flexible</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Team, customer and organisation focussed</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Reliable</li> </ul>	E	A/S

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<b>Level of Physical Ability and Activity</b>		
<ul style="list-style-type: none"> <li>Occasional lifting may be required</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Need to move around site will be required</li> </ul>	E	A

**E** = Essential   **D** = Desirable

**A** = Application Form   **S** = Selection Process