JOB TITLE: HR COORDINATOR AND PA TO HR DIRECTOR

REPORTS TO: HR DIRECTOR

Background

The Human Resources department is responsible for the full range of HR functions for all staff at Cambridge Judge Business School and Judge Business School Executive Education Ltd., including:

- organisational structure
- recruitment and retention
- pay and grading
- training and development
- employment relations
- performance management.

The HR Coordinator, working with the HR Advisors, Senior HR Coordinators and the HR Director will partner with these individuals to fulfil these functions, with specific responsibilities for the full recruitment process for new and vacant positions for all staff from pre-advertisement planning, advertising and marketing roles, conducting shortlisting and interviews, providing counsel and advice to managers on various employee relations matters, to inducting new starters and analysing various information and running reports.

The role holder is the first point of contact for all members of staff and also many external stakeholders and must therefore represent the Business School in a professional, positive and efficient manner. They will need to have considerable knowledge and experience in hiring, recruitment, employment law and HR best practice as well as the ability to build trust with hiring managers, prospective candidates and staff members. In addition, a high degree of confidentiality, autonomy and initiative is critical.

The role

The HR Coordinator and PA reports directly to the HR Director and partnering with the other HR team members, is responsible for providing a seamless and professional HR service to Cambridge Judge Business School. This includes recruitment, training and development, extensive advisory and administrative support to staff and managers, and undertaking specific projects. They are responsible for providing advice to managers and staff on employee relations matters in line with the University’s policies and procedures. The postholder also provides extensive support to the HR Director and Directory of Faculty.
Main responsibilities

Providing a responsive and high-quality HR advisory service for all staff and faculty, ensuring Cambridge Judge Business School operates within employment law and best practice at all times.

Recruitment and grading

- Managing all aspects and levels of assistant, academic related, research and Executive Education staff recruitment for the Department. Reviewing Departmental recruitment requirements against current and future vacancies.
- Advising managers on recruitment best practice and acting as a key part of the decision-making process.
- Preparing for recruitment: managing the approval process with the Finance Office and aligning the role with the Departmental budget, drafting relevant documents such as role profiles, strategic justifications and other documentation as required, to obtain permission to recruit.
- Planning and actioning the recruitment campaign alongside the recruiting manager, advising managers on suitable avenues for advertising including obtaining quotes where appropriate.
- Managing the interview process; attending interviews and acting as a key member of the interview panel, making offers to preferred candidates and negotiating salary and conditions.
- Working with managers and staff to produce role profiles and cases for regrading, liaising with central Grading Team to follow up, and then working on appeal cases if required.
- Managing temporary recruitment and processing temporary worker requests.

Onboarding and induction

- Completing work permit applications as required, including managing Certificate of Sponsorship (CoS) application paperwork.
- Organising induction programmes for all new starters and temps including meetings with relevant departments e.g. Head of Department, Research Manager, IT, etc.
- Conducting substantial HR induction on first day for all new assistant, academic-related, and research staff.
- Managing orientation process and acting as first point of contact for probation issues, providing advice and escalating to the HR Advisors when necessary.

Employee relations

- Providing advice to individuals and managers on HR policy and employee relation issues such as staff welfare, disciplinary/grievance, terms and conditions of employment (e.g. benefits, annual leave, family leave, sickness entitlement, etc.), referring staff to the central University HR if necessary.
- Making recommendations to line managers regarding issues such as poor performance, high levels of sickness absence and inappropriate behaviour. Escalating issues to HR Advisors if/when appropriate.
- Providing pastoral care to staff as required. Signposting staff to Occupational Health, counselling services, or relevant PPD courses as appropriate.
Training and development

- Organising appropriate training events for staff, including overseeing Cambridge Judge 101 training sessions.
- Meeting with managers to identify training needs and advise on appropriate training for their team.
- Identifying new training initiatives for the benefit of the staff and the School within the constraints of the training budget.
- Co-ordinating the internal job swap/secondment process: collating applications, monitoring the effectiveness of job swaps/secondments.
- Advising and training staff on the use of UPS.

Payroll

- Managing the payroll onboarding process for all starters and leavers ensuring all relevant documents and CHRIS forms are completed accurately and in time for payroll deadlines.
- Ensuring the Compliance team receive copies of new starters work permits for their records.
- Liaising with University Payroll regarding contractual changes, extensions, queries, or staff absences affecting pay.

Projects

- Participating in, and in some cases leading on, HR related projects that support the implementation of change programmes across the Department in pursuit of its strategic aims and objectives.
- Evaluating current projects and identify new projects which will add value to the School’s HR offering.

Budget management

- Processing invoices and maintain accurate records of expenditure generally and for temporary employees through TES.
- Authorise expenditure and process new suppliers in order to add to the internal finance system.
- Managing the Social Committee budget of circa £27,000 per annum.

Committee preparation and support

- Supporting committees such as Senior Academic Promotions, Selection Committee, Advisory Committee on Probation, Social Committee, Health and Safety committee, Silver team committee, and others as when necessary.

PA duties

- Managing HR Director’s complex diary, setting up sensitive meetings with internal and external stakeholders, preparing paperwork for meetings, planning and managing the overall working day to ensure an appropriate balance of meetings and managing meeting follow up activity.
- Reading papers from committees and key meetings, preparing briefing notes, attending committee meetings, preparing agendas, taking minutes, circulating actions, identifying follow-up actions.
• The role responsibilities also include working on projects and generally supporting the HR Director, undertaking such tasks as may reasonably be expected within the scope and grading of the post.

• Supporting the Director of Faculty with ad hoc administration plus administering the mentoring, faculty activity report and Senior Faculty of Management Practice career progression processes – this involves preparing papers for committees, setting up meetings, attending committee meetings, producing minutes, following up on actions and correspondence; administrative assistance with anything else the Director of Faculty may consider acceptable.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form.

• Educated to first degree standard. In a possession of or working towards CIPD qualification preferred.

• Substantial experience of working in an HR role in a busy department is a requirement of the post. (This should preferably be in an academic environment.)

• Knowledge of employment law and principles of best practice HR.

• Knowledge of HR policies and procedures.

• Excellent organisational skills.

• Demonstrate advanced knowledge of HR administration/co-ordination involving a critical understanding of relevant theory and/or principles.

• Strong IT skills including Word, Excel, PowerPoint and Outlook.

• Ability to empathise with staff and use tact, discretion and diplomacy.

• It is essential that the post holder can communicate clearly and effectively at all levels with all members of the School, candidates, other University Departments and agencies. The ability to communicate verbally and in writing to a high standard is essential.

• Ability to prioritise workload to meet multiple deadlines, forward plan and manage a number of tasks effectively and at the same time.

• The ability to work independently with little supervision as the HR Director is out of the office a high proportion of the time.

• Accuracy and attention to detail, ability to maintain this under pressure.

• Experience of working effectively as part of a team.

• First-class administrative and organisational skills.

• Minute-taking skills.

• Must be numerate for production of spreadsheets and preparation of budgets.

• Proactive and the ability to use initiative.

• Role holder has access to staff personnel records and information regarding sensitive issues and therefore confidentiality is essential.

To enable the post holder to keep up-to-date with current practices and regulations and to enable skills to be developed, continuous professional development will be provided by a range of University-provided training courses.
Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range £26,243-£30,395 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 29 August 2019.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.
The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.