

JOB DESCRIPTION

Post:	Human Resources Associate
Responsible to:	Head of People
Salary:	£33,635 per annum Full Time, 37 Hours per week
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purpose of Job:	The HR Associate will provide key support to Heads of Faculty and college leaders in HR and recruitment-related matters, including compliance with employment law, ensuring efficient and effective HR processes and a positive workplace environment.

Key responsibilities

- Supporting the College to maintain an efficient and effective workforce.
- Delivering advice, guidance, and professional support to employees and managers throughout the employee lifecycle.
- Acting as first-line support for employee relations matters, including managing absences, capability issues, disciplinary actions, and grievances.
- Coordinating recruitment processes and supporting the implementation of HR policies and practices.
- Proactively managing HR administrative tasks and maintaining up-to-date employee records.
- Ensuring the Single Central Record data remains accurate and current at all times.
- Providing generalist HR guidance with a focus on continuous improvement.
- Assisting in the review and development of HR policies and procedures.

Specific Duties

Recruitment and Staffing Support

- Manage the full recruitment lifecycle, including recruitment, application screening, shortlisting, interviews, and onboarding of new staff.
- Coordinate interview schedules and facilitate smooth onboarding processes, including contracts, induction schedules, and introductory materials.
- Maintain recruitment tracking systems and ensure accurate data entry.
- Support managers during vacancy authorisations and recruitment, ensuring cost-effective and efficient hiring practices.

HR Administration and Record Keeping

- Support the effectiveness and efficiency of the College HR system.
- Maintain up-to-date personnel files and HR records for academic and non-academic staff.
- Ensure HR documentation complies with legal and organisational standards, including compliance with the Single Central Record.
- Support preparation and submission of regular HR reports, such as headcount, turnover, and recruitment statistics.
- Administer contracts, payroll changes, and recruitment processes.

Employee Relations

- Act as first-line support for employee relations matters, including short and long-term sickness absence, disciplinary investigations, and grievances.
- Provide guidance and support on HR policies and procedures, addressing day-to-day HR issues effectively.
- Maintain confidential records of employee performance, grievances, and disciplinary actions.

Employee Engagement and Welfare

- Assist in delivering and promoting staff wellbeing initiatives and benefits.
- Support the DSE Assessment process and address general staff welfare concerns.

HR Policy and Compliance Support

- Assist in reviewing and updating HR policies and procedures to ensure compliance with employment law and organisational standards.
- Support audits and reviews of HR practices to maintain consistency and compliance.

HR Projects and Initiatives

- Contribute to implementing HR projects aimed at improving employee engagement and operational efficiency.
- Develop and distribute communication materials related to HR programs and updates.

Reporting and Analytics

- Generate and analyse reports on recruitment activity, staff turnover, and other HR metrics.
- Monitor trends and provide insights to inform decision-making.

General Responsibilities

The postholder will:

- Comply with all College policies, including safeguarding, Prevent, health and safety, and data protection
- Actively promote safeguarding and the welfare of children and vulnerable adults
- Promote equality, diversity and inclusion in all aspects of the role
- Engage in continuous professional development, including subject and industry updating
- Contribute to College-wide initiatives, projects and continuous improvement activity
- Maintain high standards of professional conduct at all times
- Undertake other duties commensurate with the role

Person Specification

Essential Skills and Qualifications:

- CIPD Level 5 Associate Diploma in People Management (or willingness to work towards).
- CIPD Level 3 Foundation Certificate in People Practice
- Minimum 3 years' experience in HR, recruitment and employee relations.
- English and Maths Qualification (minimum Level 2).
- Excellent interpersonal, communication, and organisational skills.
- Proficiency in HR software systems, Microsoft Office, and relevant tools.
- Strong understanding of employment law and HR compliance.
- Demonstrable interpersonal and communication skills.
- Demonstrable organisation skills and the ability to prioritise own workload.
- Ability to work collaboratively with others and as part of a team.

Desirable:

- Experience of working in an HR capacity within an educational setting, with an understanding of the specific challenges and frameworks of the FE sector (highly desirable).
- Familiarity with employee relations casework, including disciplinary actions and grievances.
- Ability to manage multiple priorities in a dynamic environment.

Additional Information

- The College is committed to safeguarding and promoting the welfare of children and vulnerable adults. An enhanced DBS check will be required
- The College values diversity and is committed to creating an inclusive environment for all staff and students

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.