JOB DESCRIPTION

Post:	**HR Administrator**
Responsible to:	People Operations Manager
Salary:	£28,077 Per Annum Scale 5 Point 25 Full Time, 37 Hours, 52 Weeks
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	To provide a high-quality, professional and proactive HR administration service, supporting the full employee lifecycle and ensuring the effective delivery of People Team processes across the College. The postholder will take ownership of HR administration activities, maintain accurate employee records and compliance documentation, coordinate recruitment and onboarding processes, support payroll-related activities, and act as a key point of contact for employees on a range of HR matters. The role requires a high level of organisational ability, attention to detail, discretion and initiative, together with the ability to manage competing priorities and work independently within established procedures.
Specific Duties:	Act as the first point of contact for managers and employees, providing guidance on HR processes, procedures and policies and escalating complex matters where appropriate. Manage the administration of the full employee lifecycle, including recruitment, onboarding, contractual changes, probationary reviews and leavers. Take responsibility for maintaining the accuracy, confidentiality and integrity of employee data across HR systems and personnel records. Coordinate recruitment, including advert placement, candidate management, interview arrangements and pre-employment checks. Prepare and issue a wide range of employment documentation, ensuring compliance with employment legislation and College policies. Support payroll processes by ensuring accurate and timely submission of employee changes and associated documentation. Maintain the College's Single Central Record, ensuring compliance requirements are met and records remain audit ready at all times.

General Responsibilities

The postholder will:

- Comply with all College policies, including safeguarding, Prevent, health and safety, GDPR 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 employee development
- 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

HR Administrator

Essential:

- Significant administrative experience within a busy and complex organisational environment.
- Educated to Level 3 or above in Business Administration, or a related discipline, or able to demonstrate equivalent administrative experience.
- Experience coordinating and managing multiple administrative processes simultaneously with competing deadlines.
- Excellent organisational skills and ability to prioritise work with minimal supervision.
- Experience handling confidential and sensitive information with discretion and professionalism.
- Strong attention to detail and commitment to accuracy.
- Excellent written and verbal communication skills.
- Experience producing reports and analysing data using Excel and other Microsoft Office applications.
- Ability to interpret and apply policies, procedures and guidance consistently.
- Experience working professionally, confidently and collaboratively with managers and stakeholders at all levels.
- Willingness to learn, develop and adapt to changing priorities and business needs.

Desirable:

- Previous experience within a Human Resources environment.
- Experience using HR and payroll systems.
- CIPD Level 3 qualification or equivalent experience.
- Knowledge of employment legislation and HR best practice.
- Experience supporting employee relations processes.
- Experience maintaining compliance records and preparing audit documentation.

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.