



## JOB DESCRIPTION

### Section 1 – Description

**Job Title:** Human Resources Coordinator (HR Coordinator)  
35 hours per week. Hybrid working

**Job Location:** Membership and Engagement

**Reports to:** Human Resources Manager (HR Manager)

**Grade/Salary:** Grade 4

**Date:** June 2026

### Section 2 - Job Purpose

Working with the HR Manager, the post holder plays a vital role in supporting the HR Manager through being responsible for managing the end-to-end HR administration processes, including full ownership of recruitment, HRIS and payroll activities, ensuring compliance with College policies and statutory requirements.

### Section3 – Organisational Chart



### Section 4 - Main Responsibilities and Role

Provide HR administration support including:



## 1. Recruitment & Onboarding

Lead the full recruitment process including

- Decide appropriate advertising channels; write all recruitment advertisements, place on relevant websites and maintain a record expenditure. Buy recruitment credits when necessary.
- Manage and process all applications.
- Ensure interviews are arranged, rooms booked for interviews as required and supporting documentation is available. Deal with candidate queries.
- Notify all unsuccessful candidates shortlisted for interview of the outcome.
- Prepare and process all new employee's documentation including offer letters, Contracts of Employment, references, right to work. Contracts are checked by the HR Manager before issue.
- Process all returned documents and ensure they are correct. Conduct the Right to Work checks to ensure legally compliant; obtaining Share Codes if necessary.
- Set up new employees on HR database.
- Ensure compliance with employment legislation through the process.
- Conduct training for HR and Digital learning modules and deal with queries.

## 2. Absence Management and Occupational Health

- Oversee compliance with the absence management workflow by ensuring line manager accurately input absence information into the system.
- Monitor the HR inbox to verify that all required documentation (self-certification forms, Fit Notes, Return to Work forms) is submitted and processed promptly. Escalate non-compliance or discrepancies to the HR Manager where necessary.
- Assist the HR Manager with organising OH appointments and referrals where necessary.
- On a monthly basis, schedule and track the progress of long-term absence. Escalate to the HR Manager where necessary.

## 3. Payroll

- Collate all employee data for payroll including new starts, leavers, sickness, changes to terms and conditions ensuring all is completed accurately and within required timeframe, liaising with managers when required to resolve issues
- Process all of the above through the HRIS, ensuring all is completed accurately and within required timeframe liaising with Managers to resolve queries before submission to payroll.
- Act as the primary point of contact for payroll queries and resolve discrepancies proactively seeking guidance from payroll if necessary.



#### **4. Learning & Development**

- Organise training when required and maintain accurate training records including for company wide training and spend.
- Assist with the administration requirements for the College's performance appraisal programme to ensure completed appraisals are returned and filed.
- Monitor completion of digital learning modules and provide information to Managers. Proactively check who has completed modules and follow up where necessary.

#### **5. Employee Engagement**

- Assist in the organisation of employee engagement including liaising with Communications and Marketing Directorate for intranet updates and working alongside HR Manager in coordinating staff engagement events.
- Collate information for monthly Staff Recognition Scheme (SRS). Attend and, if necessary, chair, the monthly SRS meeting. Ensure all winners receive the correct voucher.
- Assist the HR Manager with employee surveys and suggestion initiatives.

#### **6. General HR Work**

- Take full ownership of the HR Information System (HRIS) ensuring all employee data is accurate, up-to-date and compliant with statutory and College requirements. Proactively resolve any issues or errors, escalating to HR Manager as appropriate
- Responsible for system integrity, timely updates for new starters, leavers, contractual changes and absence information and generating accurate reports to support decision making.
- Act as the primary point of contact for HRIS queries, troubleshooting issues and liaising directly with external system providers where necessary to resolve problems.
- Provide basic HR advice to employees seeking guidance from HR Manager when necessary.
- Prepare all employee letters and documentation to be checked by HR Manager.
- Administer the holiday scheme, calculate holiday entitlement for new starts and leavers and ensure accurate records are kept.
- Take minutes at HR meetings as directed.
- Issue letters to staff in respect of any pay awards. Ensure the HRIS system is updated.
- Process employee references for ex-employees or for mortgage applications.
- Maintain all active and leaver HR files, ensuring they meets current legislation, GDPR (General Data Protection Regulation) and retention policies.



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- Run monthly reports from the HRIS in preparation for review and analysis with the HR manager
- Ensure full understanding and compliance with GDPR.
- Any other duties that are deemed within the scope and responsibility of the role.

### **Section 5 – Decision Making**

The postholder is expected to exercise autonomy, within College policies in operational decisions related to recruitment, payroll processing, HRIS accuracy and HR administration, escalating more complex or exceptional issues to the HR Manager.

### **Section 6 – Knowledge, Experience and Skills**

- Strong interpersonal skills to interact with a range of internal and external stakeholders.
- Previous experience in a HR administration role which has a degree of responsibility
- Proven record of working in a multi-disciplinary organisation and the ability to coordinate different groups and activities.
- Sound written and verbal communication skills with an ability to remain calm and focussed while under pressure.
- Work on own initiative with discretion and confidentiality.
- Good social manner including tact, diplomacy and Integrity
- Demonstrable organisational skills and time management skills.
- Excellent computer skills including a sound knowledge of MS Office packages and databases.
- An understanding of and commitment to the purpose and values of the College with the professionalism to act as an ambassador for the College.
- Proactive approach to own learning and CPD with a willingness to learn new skills.