

### JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Staffing Administrator

**Accountable to:** Staffing Manager

**Contract Length:** Permanent

**Hours per week/FTE:** 35 / 1.0 FTE

**Weeks per year:** 52

**Salary:** £29,358 - £35,839 per annum

**Grade:** 3

**College/Service:** Central Saint Martins (CSM)

**Location:** King's Cross

#### Purpose of Role:

To coordinate the recruitment to College salaried posts, ensuring that the process is a positive experience for both the recruiter and the candidates. To process all paperwork of new staff, including issuing of contracts and offer letters.

To oversee the engagement of hourly paid lecturers and hourly paid support staff ensuring that staff are contracted and paid within agreed deadlines, ensuring that all new starters meet the necessary criteria for employment.

To promote and support the scheduling of a range of staff development activities for the college in liaison with the Staffing Manager.

To work flexibly as part of a team to ensure all areas are supported as necessary.

#### Duties and Responsibilities

- To coordinate and provide administrative support for the recruitment processes including the preparation of application information, arrangement and supervision of interviews and the preparation of relevant documentation
- Overseeing contracting of hourly paid staff and processing of Disclosure and Barring Service (formerly Criminal Records Bureau) applications for staff where appropriate, ensuring accuracy, quality and timeliness of tasks undertaken
- To support recruiting managers throughout the recruitment process including training them in the use of the e-recruitment system
- To deal with enquiries from job applicants, managers, staff and the general public by e-mail, face to face and telephone, resolving general enquiries, referring more complex enquiries to the Staffing Manager
- To create new starter records in the Human Resources Management System (iTrent), including the generation of the Offer Letter and Contract of Employment ensuring accuracy and timeliness
- To provide a range of pre-employment information for new staff ensuring they are welcomed and have all the necessary documentation and information to support their joining the University
- To meet all new staff to collect and check their right to work and other key information, set up their UAL user account and to ensure that checks are completed in line with Human Resources guidelines
- To support the administrative process of re-contracting of hourly paid lecturers (HPLs) each academic year

- To maintain effective reporting and monitoring procedures for all activities of the service, including reporting on HPL expenditure and keeping the appropriate managers informed
- To liaise with the HR Consultant on all HR matters relating to staffing at the College and notifying the HR Consultant and Staffing Manager of contractual changes e.g. (hours, fraction etc.) to existing staff
- To provide Human Resources with up to date information regarding staff contract end dates as requested
- To be fully versed in the operational functions of any automated systems (e.g. iTrent, Hourly Paid Contracts Database, e-recruitment) ensuring the information on systems is kept up to date
- To arrange temporary staff cover to the College when required and develop and maintain effective working relationships with recruitment agencies
- To maintain and further develop a range of electronic files and information systems
- To maintain an effective filing system to ensure the prompt retrieval of documents, that the confidential nature of all personal information is respected and staffing files are maintained for all members of staff
- To be an active member of the Human Resources and Staffing community, participating in cross University discussions and meetings
- To provide administrative support to the Staffing Manager in the monitoring of the annual Planning Review Appraisal process for the College
- To support the Staffing Manager in the delivery of new starter and staff development activities where required, including scheduling of training and development events to the College and inductions to new staff

### **General**

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Staffing Manager
- Staffing Administrator
- HR Consultant
- HR Advisers
- Recruitment Agencies
- College Staff
- Wider HR and Staffing teams

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): None

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Person Specification	
Specialist Knowledge/ Qualifications	Relevant degree or equivalent relevant experience
	Knowledge and experience of a recruitment information system is desirable
	Awareness of relevant legislation
	Willingness to commit to own development through effective use of University's appraisal scheme and staff development process
Relevant Experience	Significant relevant administrative experience of working in a fast paced environment
	Experience of working independently
	Significant customer service experience
	Conversant in the use of databases, excel and data analysis
	Experience of producing qualitative, analytical reports
	Experience of working in an educational environment is desirable
	Experience of coordinating and supporting events/meetings is desirable
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	

	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

**Last updated: August 2018**