

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Staff Development and Staffing Administrator

**Accountable to:** Staffing Manager

**Contract Length:** Permanent

**Hours per week/FTE:** 35

**Weeks per year:** AYR

**Salary:** £28,274 pa

**Grade:** 3

**College/Service:** London College of Fashion

**Location:** 20 John Princes Street, London, W1G 0BJ

### Purpose of Role:

The post-holder will promote and organise a range of staff development activities for the college and receive and co-ordinate funding applications for courses and conferences.

The post-holder will oversee the engagement of hourly paid lecturers ensuring that staff are contracted and paid within agreed deadlines. They will also ensure that new starters meet the necessary criteria for employment.

The post-holder will support managers and other college staff to ensure that policies and procedures are adhered to in order to meet college and HR guidelines and deadlines.

The post-holder will be required to work flexibly as part of a team to ensure all areas are supported as necessary.

### Duties and Responsibilities

#### Staff Development

- To support the development of the College Staff Development strategy
- To support the Associate Dean Learning Teaching and Enhancement with the delivery of staff development to meet the College strategy
- To promote and organise a range of staff development related activities both for the college and the wider university, including the preparation of materials, room bookings and catering requirements
- To receive and co-ordinate applications for staff development funding
- To co-ordinate a range of induction events for new staff
- To process contracts for HPL attendance at staff development events
- To produce reports on staff development activities within the college
- To record staff development activity in the appropriate database, analyse and produce reports as required
- To act as a liaison with the University's Organisational Development and Learning team

#### Staffing Administration

- To undertake hourly paid lecturer administration, including the completion and appropriate authorisation of contracts
- To promote college and university policies and requirements, with particular reference to the recording of teaching and other qualifications
- To meet all new hourly staff, to collect and check right to work and other key information

- To create new starter records in the Human Resources Management System
- To identify those staff who require a DBS check, in consultation with senior managers, and to ensure that the checks are completed

#### **General**

- To maintain and further develop a range of manual and electronic files and information systems
- To keep up to date with current Human Resources policy documents and good practice, sharing this regularly with the wider team and college staff
- To be an active member of the Human Resources and Staffing community, participating in cross University discussions and meetings
- To respond orally, in writing and face to face on a wide range of enquires from internal and external sources
- To demonstrate a commitment to make use of all information and communications to meet the requirements of the role and promote organisational effectiveness
- 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

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

- Dean of Learning, Teaching and Enhancement
- Recruiting Managers
- New staff
- Dean's offices
- Director of College Administration
- Human Resources

#### **Specific Management Responsibilities**

**Budgets:** N/A

**Staff:** N/A

**Other:** accommodation; equipment as appropriate

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Staff Development and Staffing Administrator Grade: 3****Person Specification**

Specialist Knowledge/ Qualifications	Relevant degree or equivalent relevant experience
	Knowledge and experience of a personnel or staffing information system is desirable
Relevant Experience	Significant relevant administrative experience of working in a fast paced environment
	Significant experience of providing support
	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
Communication Skills	Experience of coordinating events
	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: 23/11/2017**