

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Staffing Administrator

Accountable to: Staffing Manager

Contract Length: Maternity cover, 6 months in the first instance

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 co-ordinate the recruitment to all college salaried posts, ensuring that the process is a positive experience for both the recruiter and the candidates. They will also ensure that new starters meet the necessary criteria for employment.

The post-holder will oversee the engagement of hourly paid lecturers, administrative and support staff, ensuring that staff are contracted and paid within agreed deadlines.

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

The post-holder will have a designated area/portfolio to support, however will be required to work flexibly as part of a team to ensure all areas are supported as necessary.

Duties and Responsibilities

- To co-ordinate recruitment administration including the preparation of application information, arrangement and supervision of interviews and the preparation of relevant documentation
- To conduct the necessary pre-recruitment checks to ensure the validity and associated funding of each post
- To provide a range of pre-arrival information for new staff, communicating as necessary, to ensure that individuals are welcomed and have all the necessary documentation and information to support their joining the University
- To meet all new staff, both salaried and hourly, to collect and check right to work and other key information and to set up their UAL user account and to ensure that the online Health Questionnaire is initiated and completed in liaison with Human Resources
- To create new starter records in the Human Resources Management System including the generation of the Offer Letter and Contract of Employment
- To identify those staff who require a DBS check, in consultation with senior managers, and to ensure that the checks are completed
- To co-ordinate hourly paid lecturer administration, including the completion and appropriate authorisation of contracts
- To maintain and further develop a range of manual and electronic files and information systems
- To support managers and other college staff, and provide guidance on UAL and College policies and procedures

- To analyse data and compile and present statistical data such as monthly hourly paid lecturer expenditure reports and recruitment statistics
- 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 supervise the Administrative Assistant: Staffing and give guidance and support
- 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.

- 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: 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
	Experience of producing qualitative, analytical reports
	Experience of working in an educational environment 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: 30/09/2015