HR Co-ordinator

Candidate Information Pack

December 2022
About Us

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to Junior Members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

Further information is available from the College’s website www.magd.cam.ac.uk.

Department Information

The HR Department is a small team consisting of an HR Administrator and HR Manager (both part time) who report to the Assistant Bursar. The team are responsible for managing all aspects of employee’s employment journey from placing adverts, administering the recruitment process, training and development and any employee relations issues. Although the College is part of the wider collegiate University the HR Policies and Procedures are developed internally. The work of the team is therefore varied and covers all HR functions.

Role Summary

The College is looking to appoint to a newly created role of HR Co-ordinator working within the HR Team. The postholder will have responsibility for assisting line managers with recruitment, drafting employment contracts and dealing with first line HR queries.

Responsible to: HR Manager
Job Description

Main Duties and Responsibilities

Recruitment

- Assist with the preparation of job descriptions and recruitment packs
- Assist line managers with providing suitable interview questions
- When requested support line managers by sitting on interview panels
- Draft offers of employment including calculating annual leave entitlements
- Draft the paperwork relating to casual workers, ensuring all checks are completed
- When necessary, assist with the recruitment of Fellows
- When required draft contracts of employment for new Fellows
- Assist in the provision of feedback to candidates after the recruitment process

Employee Relations and Resourcing

- Advise staff and managers on less complex employee relations issues
- Act as note taker at formal hearings
- Ensure all payroll paperwork is received and logged, including right to work checks
- Work closely with the Senior Payroll Administrator responding to queries regarding salaries and ensuring information on accrued annual leave is correct
- Assist with the process of salary benchmarking
- Administer the DBS Check process where necessary

Employment changes

- Draft paperwork for amendment to contracts including changes of hours, roles and pay
- Write letters to staff confirming maternity leave entitlements
- Respond to straightforward HR queries regarding policies and the staff handbook

Training and development

- Booking, monitoring and logging training completions e.g. first aid training
- Provide reports to Heads of Departments on completed training for their teams

End of employment

- Writing letters to confirm resignation acceptance and calculating accrued annual leave entitlement
- Respond to reference requests

Other

- Assist with writing reports for committees e.g. updates on staff changes
Person Specification

The following criteria are appropriate to this post:

Knowledge and experience

- Experience of working in an administration capacity within HR
- Educated to A-Level (or equivalent standard)
- Level 5 CIPD qualification
- Knowledge of employment law
- Experience of preparing contracts and calculations such as annual leave
- Knowledge of Working Time legislation and case law around payment for annual leave
- Knowledge of employment rights and the different types of employment status
- Experienced user of Microsoft Office
- Demonstrate factual and theoretical knowledge of HR Administration including equality and diversity legislation
- Experience of implementing new ways of working

Personal skills and abilities:

- Excellent communication and interpersonal skills
- Excellent organisational skills with the ability to meet deadlines
- The ability to take ownership of the HR processes and to know when to flag concerns
- Ability to build and maintain effective working relationships and networks
- Able to develop and promotes new ways of working to improve performance
- Ability to resolve complex problems
- Ability to work independently and unsupervised
Remuneration and Benefits

Remuneration
The post is offered at a full-time salary of up to £29,604 dependant on experience. This is pro-rata for part time hours.

Hours of Work
Full time hours are 36.25 per week. The College welcomes applications from those who wish to work full or part time, although the hours should be split across at least four days. The post will be based in Magdalene College but subject to the demands of the role and in accordance with the Hybrid Working Policy, the post holder may be able to work from home for part of the week.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contributory options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters' Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day which equates to over £1300 per year for those working in College 5 days a week.

Family Friendly Policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the Flexible Working Policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare scheme recently introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice
There will be a six month probationary period. Upon successful completion of the probationary period, the notice period will be two months.
How to Apply

Please download and complete both parts of the application form from [www.magd.cam.ac.uk/about/vacancies/non-academic](http://www.magd.cam.ac.uk/about/vacancies/non-academic).

Send your completed application by email to the HR Manager, Hannah Millward, at hm611@cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge, CB3 0AG

Enquiries
Further enquiries about your application may be made by email to the HR Department.

Closing Date
9am Monday 16 January 2023

Interviews
Interviews are yet to be scheduled.