

JOB DESCRIPTION

POST: HR Coordinator

DEPARTMENT: Human Resources

RESPONSIBLE TO: HR Manager

BAND: 2a

JOB SUMMARY

To provide a professional, comprehensive and confidential administrative HR support service to the College. The focus of the job will be on maintaining systems and data management and will involve working with the HR Manager to ensure HR can provide high quality management information to RCS.

SPECIFIC DUTIES AND RESPONSIBILITIES

Employee life cycle

- Undertaking pre and post recruitment administration in collaboration with the HR Advisor e.g. posting job adverts, managing applications and candidate communication, offer letter and contracts, references and supporting the on-boarding process
- Support the HR Advisor with arranging and undertaking the 'HR Induction', welcome new staff, check the right to work in the UK and process payroll and pension paperwork
- Process staff leavers, issuing leaver letters to staff, calculating annual leave entitlement, updating HR database and inform payroll
- Creating letters to staff as necessary to confirm changes in pay or terms and conditions
- Monitor sickness absence data, and support the HR Advisor and HR Manager by referring staff to Occupational Health if appropriate. Alert managers and HR regarding sickness levels or patterns that require investigation.

Payroll and Database Administration

- Responsible for collating and verifying employee information for payroll administration, ensuring monthly payroll changes are prepared and issued to the external payroll bureau within pre-set timescales, once approved by the Head of HR.
- Ensure starters are added to iTrent system and process leavers, inform payroll accordingly
- Continually monitor any employee changes, which impact on the payroll to ensure managers and employees are informed of end of fixed term contracts and allowances in a timely manner and that any changes are inputted into the system
- Advising staff on the use of iTrent modules e.g. self-service and People Manager, online recruitment, performance management etc.

- Maintaining organisational structure on iTrent, making sure reporting lines are up to date, liaising with Finance to create and close posts as necessary
- Providing management information from the system and develop new reports in conjunction with the HR Manager
- Regularly perform 'sense checks' of data held on iTrent and maintain excellent data integrity

Project Work (Participate in time limited HR projects as required)

- Work with other HR team members and other College staff as required to support projects within RCS e.g. the Staff Engagement Project / iTrent development, e.g. implementation of new modules and ongoing work on iTrent to ensure the College makes best use of and benefits from the system.

General Support to the Department

Provide administrative support to the HR department, including:

- Acting as the department's first port of call to internal and external clients i.e. answering the telephone and internal/external inbox emails to staff to provide information and respond to enquiries in a timely manner.
- Liaising with the full range of employees, including senior managers to provide advice where possible, or escalating as necessary to other senior members of the team, e.g. relating to HR policies and procedures
- Providing references for current and ex-employees.
- Responsibility for records management, maintenance of all filing and ensuring the teams retention schedule is adhered to
- Processing of all invoices, ensuring appropriate sign off within timescales required.
- To undertake any other such duties, appropriate to the grade, as and when required by the HR Managers /Head of HR.
- Take minutes for HR meetings, such as hearings, as and when required and ensure they are completed and circulated in a timely manner

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

The Royal College of Surgeons of England is an Equal Opportunities Employer.

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records

Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.

PERSON SPECIFICATION

POST: HR Coordinator

DEPARTMENT: Human Resources

RESPONSIBLE FOR: N/A

RESPONSIBLE TO: HR Manager

ESSENTIAL CRITERIA

POST: HR Coordinator

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<p>Education/Qualifications</p> <ul style="list-style-type: none"> ▪ Educated to A level standard which sufficiently demonstrates the numeric and written comprehension skills required, or equivalent qualifications. 	<p>Education/Qualifications</p> <ul style="list-style-type: none"> ▪ HR related qualification
<p>Experience/Knowledge</p> <ul style="list-style-type: none"> ▪ Experience of working in a busy HR Department in an administrative/systems support role; ▪ Experience of dealing with confidential/sensitive information. ▪ Dealt with internal and external contacts of a more senior status. 	<p>Experience/Knowledge</p>
<p>Skills</p> <ul style="list-style-type: none"> ▪ Experience of using HR information systems i.e. data input and production of reports. ▪ High attention to detail to ensure accuracy ▪ Structured and methodical approach to work and ability to manage high volume of data management tasks ▪ Intermediate to advance level in using Microsoft Office, particularly Excel and Word. ▪ Excellent verbal and written communication skills, including interpersonal ability to assess and react to a situation, e.g. with empathy or assertiveness. ▪ Strong organizational and time management discipline with ability to multi-task and demonstrate initiative. 	<p>Skills</p>

The post holder will also need to demonstrate the following **values and behaviours**:

Collaboration - *We embrace our collective responsibilities working collaboratively and as one college.*

- We work together, using our collective expertise and experience to effect positive change
- We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments
- We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work

Why?

Working collaboratively creates an environment that is conducive to improved productivity, trust and relationships. Teams that have the biggest impact are those where members take responsibility, celebrate success when things go well and take ownership when they don't.

Respect - *We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs*

- We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others
- We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team

Why?

Knowledge multiplies among people who are able to learn from their differences. Evidence suggests that diverse organisations perform better and innovate quicker.

Excellence – *We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.*

- We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve
- We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work
- We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

Why?

Transparency and agile working drive excellence and improvement. Motivated by the desire to serve and to be the best in our field, we will deliver on our commitments through rapid testing, innovation and future focused leadership.

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability