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| **HR Officer** |

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| **Reporting To:** | Head of HR |
| **Working Hours:** | Full Time  Part Time (4 days a week with some flexibility) will be considered  Job share applications welcomed |
| **Salary:** | Scale point 20-25 (currently £23,392 - £27,221) |
| **Position Code:** | PC S5 |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 7 efficiency to facilitate closure at Christmas (pro rata) |

**Job Purpose**

**To oversee all recruitment & selection, on boarding and induction processes at Plumpton College**. To work with managers across the College and coordinate CPD programmes and undertake training needs analysis and succession planning. The incumbent will be flexible to divide their time between recruitment and training as required, dependent on business needs.

**Duties and Responsibilities of the Job**

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| 1. Working closely with managers across College, acting as a consultancy professional and assisting line managers with recruitment needs and opportunities |
| 1. Recruiting new staff to the College including working closely with line managers to agree and develop job descriptions and prepare advertisements of staff |
| 1. Making budgetary recommendations and presenting to the Head of HR proposals for advertising, social media and direct sourcing activity ensuring the most cost effective sourcing solutions are achieved. |
| 1. Developing new multi-channel strategies, for attracting new talent. To include the use of social media, developing a referral process, systems for retaining speculative CVs and talent pools |
| 1. Overseeing the selection process to include shortlisting, arranging the interview process and assisting line managers to select the right person. Ensuring that candidates are comfortable with the selection process and have the right information prior to attending. |
| 1. Identifying and enhancing the College’s on boarding processes for the successful candidate. Coordinating and managing central induction to include specific induction processes for new managers and teachers. |
| 1. Develop and oversee a buddying / mentoring programme |
| 1. Collating training needs as identified in appraisals and making recommendations on college wide training needs. |
| 1. Coordinating College wide succession planning through talent management programmes and assessment centres. |
| 1. Centrally coordinating CPD schedules, planning, booking of speakers and associated administration. Undertaking post course evaluations. |
| 1. Acting as the go to within the College for anyone with questions and queries regarding training and development plans. |
| 1. Operating within the legal framework and adhering to policy to ensure non-discriminatory selection recruitment and selection procedures |
| 1. Recording and inputting to the College’s HR Systems |
| 1. Keeping up to date with current employment legislation |
| 1. Assisting with filing and general office duties |

**Other responsibilities and duties**

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| 1. Comply with the College’s Equality & Diversity and Safeguarding policies |
| 1. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD |
| 1. Adhere to the College Safety Policy, ensuring that appropriate safety standards are maintained during practical activities |
| 1. Participate in, and contribute to, activities involving the recruitment, marketing and promotional activities on behalf of the College |
| 1. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| 1. Experience of supporting managers across a variety of departments at different levels in all aspects of recruitment including advertising, social media, selection and assessment |
| 1. Experience of recruitment, retention and development |
| 1. Experience of managing on boarding and induction procedures |
| 1. At least three years’ experience of working in a recruitment or HR environment, to include administration of recruitment and training at all levels |
| 1. Understanding and practical knowledge of employment law and employer best practice |
| 1. Organised, methodical, flexible and adaptable approach with a keen eye for detail and the ability to deliver accurate administration and record keeping |
| 1. Excellent IT skills including MS Office and advertising and social media platforms |
| 1. Minimum Level 2 in literacy and numeracy |
| 1. Good negotiating and influencing skills in implementing HR policies. |
| 1. Excellent written and verbal communication skills are essential |
| 1. Ability to research, evaluate and analyse new recruitment and training techniques, methods, and procedures |
| 1. Ability to understand comprehensive information |
| 1. Able to work alone on a broad variety of projects. |
| 1. Integrity and friendly approach |

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| **Desirable criteria** |
| 1. CIPD graduate |
| 1. Degree in business management, human resources management, psychology, or social administration from an accredited institution |
| 1. Experience of working with DBS/Safeguarding protocols would be an advantage |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal