

November 2021

Thank you for your interest in the post of part time **Human Resources Advisor**. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to:

Email: HRMailbox@westdean.ac.uk

Closing date for applications: 26 November 2021

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Candidates for this role will ideally need to be able to demonstrate a current Right to Work in the UK.

Equality, Diversity & Inclusivity Statement

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

JOB DESCRIPTION

JOB TITLE	Human Resources Advisor
DEPARTMENT	Human Resources
LOCATION	West Dean College, KLC The School of Design, Chelsea Harbour – London
RESPONSIBLE TO	Human Resources Business Partners

ROLE SYNOPSIS

Working in close conjunction with the Human Resources Business Partners at West Dean College, and the Director of Business Integration at KLC The School of Design, the post holder will be responsible for provision of expert professional advice, guidance and support to managers and staff on all aspects of Human Resources Management.

The post holder will be based at KLC The School of Design in Chelsea Harbour, London, with some attendance required at West Dean College, West Dean, Chichester.

KEY RESPONSIBILITY AREAS**Recruitment & Selection**

- Responsible for managing all aspects of the recruitment process for roles within KLC The School of Design. This includes recruitment approvals, creating Job Descriptions and recruitment advertisements, selection of appropriate advertising media, sourcing and shortlisting of candidates, creation of interview questions and attendance on interview panels.
- Creation and distribution of offer letters and contracts.
- Right to Work in the UK checks.
- Creation of e-files.
- Conducting staff inductions.
- Candidate liaison.

HR Integration

- Working closely with the HR Business Partners at West Dean Chichester, ensure the smooth integration and transfer of KLC The School of Design staff onto the HR and Payroll Cascade system.

Employment Law

- Responsible for providing advice and guidance on employee relations casework including performance issues, performance improvement plans, disciplinary and grievance, absence management and capability.
- Ensuring all HR Administration complies with legal and GDPR requirements.

Family Friendly Policies

- Management of maternity, paternity & adoption leave, and flexible working requests.

Employee Benefits

- Working with the HR Business Partners ensure an annual review of company benefits takes place with a full market review to ensure competitive rates.
- Management of the Private Medical Insurance Scheme and BUPA Cash Plan.
- Cycle to Work Scheme.

Leavers

- Management of the leaver process ensuring all paperwork is legally compliant.
- Reference letters.

Payroll

- Accurate and timely monthly payroll data for submission to the Payroll Department.
- Holiday and sickness leave submission to the Payroll Department.
- Involvement in the integration project for payroll onto Cascade.
- Variation of Contract letters and payroll amendments.

General

- In close liaison with the Human Resources Business Partners, responsible for all HR administration and correspondence in a timely and accurate manner.
- HR support and guidance to all employees.
- Continuous Performance Review documentation, process and feedback.
- Training needs analysis.
- Undertake any other duties as may be reasonably requested.

Attendance at Meetings

- HR meetings with the Director of Business Integration and Human Resources Partners.
- Monthly management reports to be created and attendance at the management meetings.
- Attendance at meetings with senior colleagues and Course Leaders on an ad hoc basis.

This job description is subject to regular review in consultation with the post holder

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Solid academic background.</p> <p>Evidence of significant continuous professional development.</p>	<p>Educated to degree-level or equivalent and/or a management qualification.</p> <p>CIPD qualified to Level 5.</p>
Experience	<p>Experience of providing high quality and pro-active generalist HR services at an HR Advisor level.</p> <p>Demonstrable up to date Employment law experience with a proven ability to handle casework.</p> <p>Providing advice and guidance on employee relations matters to Managers and staff members</p> <p>Experience of undertaking recruitment campaigns from initial conception through to job offer stage.</p> <p>Experience of implementing and maintaining employee benefits, such as BUPA, Employee Assistance Programmes, Pensions, Life Assurance Policies.</p>	<p>Experience of working in Human Resources within Further Education or High Education.</p> <p>Experience of undertaking organisational change, TUPE and or business integration.</p>
Skills and Knowledge	<p>High level of organisational and administration skills, with the capability to take ownership of tasks and their completion.</p> <p>Excellent communication skills, both written and verbal.</p> <p>A proven ability to build strong professional working relationships with staff at all levels.</p>	



	<p>Fully proficient in the use of the MS Office suite and HR employee databases systems.</p> <p>Good numeracy skills.</p>	
<p>Personal Characteristics</p>	<p>A self starter, able to work on your own initiative.</p> <p>Enjoys working as part of a small cohesive team.</p> <p>A flexible approach to work with the ability to adapt to changing circumstances.</p> <p>Ability to prioritise and work well under pressure.</p>	

**HUMAN RESOURCES ADVISOR
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

Contract:	Permanent – Part Time
Duties:	As attached job description
Salary:	£35,000 per annum, pro-rata £28,000 per annum. Payable monthly in arrears by BACS
Hours:	0.8 FTE, 30 hours per week. Monday to Friday (specific 4 days to be agreed with successful candidate)
Holidays:	33 days per annum, pro rata 26.5 per holiday year (1 October to 30 September) inclusive of Bank Holidays
Benefits:	Contributory pension scheme, Life Assurance, Employee Assistance Programme, free and discounted places on short courses at West Dean College & KLC The School of Design