

JOB TITLE: HR COORDINATOR AND PA TO HEAD OF PEOPLE

REPORTS TO: SENIOR HR COORDINATOR

Background

The Human Resources (HR) department at the Cambridge Judge Business School (CJBS) is responsible for a broad spectrum of HR functions. These include but are not limited to, shaping the organisational structure, managing recruitment and retention strategies, overseeing pay and grading systems, facilitating training and development programs, promoting wellbeing, handling employment relations, and implementing performance management.

The HR Coordinator plays a pivotal role within the HR team, working in close collaboration with other team members to provide a comprehensive HR and payroll service to both staff and line managers. As one of the primary contacts for all staff members and external stakeholders, the HR Coordinator's duties encompass managing the end-to-end recruitment process for professional and research staff, providing advice on and executing various policies, maintaining precise personnel records, and ensuring adherence to HR best practices. This role is integral to the smooth operation of the HR department and contributes significantly to the overall success of the organisation.

The role

The HR Coordinator holds a key administrative role and reports directly to the Senior HR Coordinator. Their responsibilities encompass a wide range of HR aspects, including but not limited to, managing recruitment processes and advising both managers and staff on the University's HR policies and procedures.

The post holder will also support the Head of People (CJBS) and EDI Manager with diary management.

Main responsibilities

Human Resources service

- Act as the first point of contact for staff and line managers, addressing a wide array of HR-related inquiries.
- Manage the HR shared inbox(es) and ticketing system.
- Provide clear advice to staff and managers regarding University HR policies and procedures.
- Carry out HR-related projects in collaboration with your line manager.

Recruitment

- Manage the full recruitment process for professional and research staff, encompassing all preparatory stages including drafting role profiles, and preparing further particulars (FPs) and job adverts.
- Design and execute recruitment campaigns in collaboration with hiring managers, advising on effective advertising strategies and managing postings across University platforms and external sites.
- Lead the interview process, including candidate shortlisting, participating in interview panels, and negotiating job offers, salaries, and other terms of employment.

Onboarding and induction

- Complete and submit all onboarding documentation, ensuring compliance with the right-to-work and payroll requirements, to facilitate seamless integration of new hires into the organisation.
- Manage work permit applications as required, including Certificate of Sponsorship (CoS) application paperwork, ensuring all the relevant documentation is sent to the Compliance team.
- Organise comprehensive induction and training programmes for all new employees, ensuring they are introduced to key stakeholders and given access to relevant systems as part of their orientation process.
- Conduct substantial HR induction on the first day for all new professional and research staff, advising on relevant policies and answering in-depth questions relating to policies and procedures.

Payroll

- Complete payroll information for all starters and leavers ensuring all relevant documents and CHRIS forms are completed accurately and in time for payroll deadlines.
- Ensure the compliance team receive copies of new starter work permits for their records.
- Notify University Payroll of any changes to contracts, including extensions, changes in hours, and changes to funding.
- Notify University Payroll of any staff absences affecting pay.
- Assisting, advising and training staff on the use of the Cambridge Casual Worker System (CCWS) and other similar processes.

Database management

- Maintain the HR database with the utmost accuracy, ensuring all entries are current and precise.
- Generate routine and on-demand reports, such as headcount and sickness absence statistics, to support informed decision-making.
- Verify updates in the University HR System (CHRIS), confirming that all modifications to appointments are implemented accurately.

Training, development, and wellbeing

- Collaborate with the HR team to plan and execute relevant training events tailored to staff needs and the Business School's objectives.

- Analyse appraisal feedback to recommend training topics that will provide the most benefit to staff members.
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- Engage and coordinate with qualified trainers (both internally and externally) to facilitate these training sessions.
- Develop and implement initiatives focused on enhancing staff wellbeing.

Financial administration

- Produce purchase orders for all purchases ensuring correct coding is used and forwarded to accounts in a timely manner by using the JPROC system.
- Processing invoices and maintain accurate records of expenditure generally and for temporary employees through TES.
- Processing all reimbursement claims for interview candidates.
- Authorise expenditure up to £1,000 and the ability to add new suppliers to the internal JPROC system.

PA duties

- Manage the Head of People's (CJBS) diary, set up sensitive meetings with internal and external stakeholders, prepare paperwork for meetings, plan and manage the overall working day to ensure an appropriate balance of meetings and manage meeting follow-up activity.
- Read papers from committees and key meetings, prepare briefing notes, attend committee meetings, prepare agendas, take minutes, circulate actions, and identify follow-up actions.
- The role responsibilities also include working on projects and generally supporting the Head of People (CJBS), undertaking such tasks as may reasonably be expected within the scope and grading of the post.
- Support the EDI Manager with adhoc administration including setting up and attending meetings, producing minutes, following up on actions and correspondence.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form.

- Experience working in an administrative role within an HR department.
- Basic knowledge of employment law and principles of best practice HR.
- Strong IT skills including Word, Excel, PowerPoint and Outlook.
- Excellent communication and interpersonal skills with the ability to represent Cambridge Judge Business School and develop relationships with potential candidates.
- Ability to empathise with staff and use tact, discretion and diplomacy.
- Educated to A level standard.

- Ability to prioritise workload to meet multiple deadlines, forward plan and manage a number of tasks effectively and at the same time.
- Accuracy and attention to detail, ability to maintain this under pressure.
- Experience in working effectively as part of a team.
- Excellent written and spoken English.
- First-class administrative and organisational skills.
- Minute-taking skills.
- Must be numerate for the production of spreadsheets and preparation of budgets.
- Proactive and the ability to use initiative.
- The role holder has access to staff personnel records and information regarding sensitive issues therefore confidentiality is essential
- Experience in managing complex diaries.

To enable the post holder to keep up-to-date with current practices and regulations and to enable skills to be developed, continuous professional development will be provided by a range of University-provided training courses.

Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range of £30,505-£34,866 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 5 January 2025.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hrrsupport@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.