Further Particulars for the post of
HR Coordinator

June 2024
Dear Prospective Candidate,

Thank you for your interest in the role of HR Coordinator at St John’s College, Cambridge. In this candidate pack we outline the purpose of the role and what we’re looking for in a candidate. If you’re new to the world of higher education or the University of Cambridge and its Colleges, I hope this document will give you a sense of what it’s like to work here.

The HR Coordinator plays a critical role in supporting the effective recruitment and selection of new staff, accurately maintaining staff records and ensuring the Integrated HR and Payroll Database is updated, assisting with absence management procedures and answering queries from all staff and providing support to the team as required.

To be considered for the role, you will need to be a good communicator with excellent administrative and organisation skills. You will also need to be highly proficient in the use of IT, including MS Office packages, and will have the ability to work quickly and accurately using your own initiative. Previous experience of working in HR and in the use of HR database software would be advantageous, however training will be provided.

As the HR Coordinator, you will be one of four staff who make up the HR team, providing a professional advisory HR service to some 400 staff and Fellows. We are a friendly, inclusive and collaborative team and we’re excited to meet our newest colleague.

Best wishes,

Ellie Cullum
HR Manager
An inspiring place in which to work

For over 500 years, St John’s College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College’s global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John’s is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.
Job Description

Principal Responsibilities

1) Recruitment and Selection

Support the recruitment and selection of new staff, ensuring a professional and efficient service is provided by:

- Drafting advertisements and further particulars for vacancies for both Assistant and Academic Staff, ensuring that they meet current employment legislation;
- Liaising with managers to plan an effective recruitment campaign, which could include providing options for advertising or guidance on timescales etc;
- Placing adverts within agreed timescales;
- Liaising with potential applicants, responding to queries, sending out job packs;
- Tracking applications and sending applications to managers for short-listing;
- Setting up interviews - inviting candidates to interview, preparing interview packs for panel members, administering interview tasks;
- Ensuring recruitment statistics are completed accurately and in a timely fashion;

2) Starter process

Ensure the successful processing of new staff is provided by:

- Preparing induction packs and conducting new staff inductions ensuring new staff are aware of their responsibilities;
- Initiating standard procedures for starters including: carrying out the necessary pre-employment checks, such as right to work checks, reference checks and DBS checks, where applicable, and issuing accurate and timely offers of employment and other contractual documentation;
- Co-ordinating the probation checks procedure and raising any issues with the HR Manager.

3) Leaver process

Ensure the successful leaver process for staff is provided by:

- Initiating standard procedures for leavers including: drafting leaver letters and administering all other activities for ending employment such as issuing exit feedback questionnaires, monitoring responses and arranging follow up exit interviews when required;
- Completing references when requested, in accordance with College policy.
4) Database maintenance

Ensure the Integrated HR and Payroll Database is updated and maintained to ensure that all data is accurate and up to date by:

- Inputting all necessary changes to the system such as, but not limited to, new starters, leavers, changes to contract terms, sickness, working patterns etc., ensuring all documentation is accurate and submitted in line with the monthly deadlines;
- Adding new starters to the self-service system and resolving system user issues when required;
- Efficiently resolve any system issues in liaison with the Payroll and Benefits Manager or People XD.

5) General administrative support

Provide administrative support to the HR team by:

- Responding to general enquiries from line managers, Fellows, employees, and members of the public;
- Providing guidance to employees and line managers on the application of policies and procedures, such as, but not limited to, annual leave, maternity/paternity and flexible working etc and issue associated paperwork, where required, and raising any complex issues to the HR Manager;
- Ensuring the administration and on-going maintenance of both HR electronic folders and personnel files;
- Producing management reports/information, as appropriate;
- Providing secretarial support for meetings as and when required including room booking, inviting attendees, coordinating papers, and taking and circulating minutes;
- Taking notes at formal meetings as required, including for disciplinary, grievance, and capability meetings;
- Supporting ad hoc seasonal HR Activities, such as the SDR process;
- Carrying out general administrative tasks as required such as processing invoices, general filing, photocopying and so on.

6) Absence Management

Support the effective application of absence management procedures by:

- Updating absence records, chasing certificates, referring absences of a sensitive nature to the HR Manager;
- Monitoring absence levels and referring on to the HR Manager when trigger points are reached, preparing the paperwork for absence meetings;
• Producing absence reports and statistics from the HR database and other sources;
• Coordinating Occupational Health referrals when necessary.

7) Training and Development

Support the effective training of staff by:

• Assisting with arranging training sessions for staff, room booking, liaising with staff and training providers, collating feedback;
• Enrolling new starters on the relevant iHASCO training courses and ensuring training is completed and logged in a timely manner;
• Export and review training reports where necessary;
• Support the training of any new team members, where required.

8) Other

Supporting other HR processes and ad-hoc projects as required.

This is not a comprehensive list of accountabilities. Other relevant duties may be delegated by the HR Manager from time to time.
**Person Specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

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<thead>
<tr>
<th>Qualifications, Knowledge and Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>• A good standard of education</td>
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<td>• Certificate in Human Resource Practice (or working towards)</td>
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<td>• Some previous administrative experience</td>
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<td>• Degree or equivalent experience</td>
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<table>
<thead>
<tr>
<th>Skills, Abilities and Competencies</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Excellent IT skills, including Microsoft Office</td>
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<td>• Experience of working in HR</td>
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<td>• Excellent organisational skills, including the ability to plan and prioritise work to meet deadlines</td>
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<td>• Experience of using an HR database</td>
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<td>• Excellent written and verbal communication skills</td>
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<td>• Team working skills</td>
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<td>• Ability to work using own initiative</td>
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<td>• Accuracy and attention to detail</td>
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Terms & Conditions

Post: Fixed term—10 months

Hours of work: Between 26 – 36.25 hours per week to be worked over 5 days

Salary: Between £29,335 - £31,823p.a. (depending on experience) pro rata

Location: The role is based St John’s College in Cambridge

Contractual benefits include:
- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:
- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

Read more about the benefits of working at St John’s.

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.
Recruitment Process

The deadline to apply is 9.00 am on Monday 24 June 2024. Interviews are expected to be held on Monday 1 July 2024.

Please include in your application:

• A fully completed application form
• A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
• A full and up to date c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Further information is available on the College website (https://www.joh.cam.ac.uk/data-protection)

HR Department
St John’s College
Cambridge CB2 1TP
United Kingdom

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