**JOB SPECIFICATION**

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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| People Advisor | People & Experience |
| **SALARY** | **BENEFITS** |
| Band 2 - 3 (£19,337 - £26,807)  Per Annum | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Recruitment Team Lead | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| At the heart of our ethos is an outstanding student experience in a safe and inclusive learning environment. You will contribute by recruiting the very best talent, ensuring safe and effective recruitment practices, and facilitating a positive and memorable onboarding experience. You will also support managers in the delivery of their role through the provision of timely and effective employee relations advice and support.  Your primary focus will be:   * Developing content that will attract top talent * Ensuring the delivery of an engaging recruitment and onboarding experience * Demonstrating clear, comprehensive, and effective records of all our safer recruitment practices. Our records will be of the highest standards and will showcase outstanding practices to ensure safe and suitable appointments. * Providing effective and timely support to managers, developing and enhancing their knowledge of, and compliance with, all aspects of employment law and safeguarding regulation. | |
| **DUTIES** | |
| * You take a lead role on safer recruitment, ensuring managers are clear on all policy requirements and expectations. With clear and effective systems of work, which are regularly audited, compliance with our statutory responsibilities is easily demonstrated. * Ensuring compliance with statutory employment and safeguarding legislation and guidance will be your first priority; all work will be actioned in accordance with approved systems of work, in a timely manner, and in accordance with approved naming conventions to make any internal or external inspections run smoothly and successfully. * You find ways to continually enhance and enrich both the candidate and onboarding experience, to provide a positive and memorable experience as we welcome new colleagues to our College. You effectively oversee and support all aspects of the recruitment process from developing the job specification, to drafting the advert, supporting the selection process, and onboarding our new recruit. * You contribute to maintaining our single central record with absolute accuracy and precision, undertaking regular audits to ensure compliance. * You provide advice and support on all initial employment queries and low-level employee relations cases. Advice is in line with legislation and internal policy. You provide effective employee relations support, which includes, but is not limited to, note taking, letter writing, support with the preparation of management documents, and attendance at hearings and appeals as appropriate. * Our employees are our customers. Enhancing the customer experience is your constant consideration. * As an excellent communicator, you role model positive and professional behaviours, you lead by example, and you adopt a learning mindset. You tailor your communication to suit the audience. * You undertake or support ad hoc HR projects as required, as well as contributing to data analytics and report writing. | |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |

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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**ROLE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **Knowledge:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * An awareness of employment law, best practice and the ACAS codes of practice. * An awareness of data protection legislation and the importance of maintaining confidentiality. * A knowledge of the latest digital and technological workplace advancements. * A knowledge of content marketing | Essential  Essential  Desirable  Desirable | A / I  A / I  A / I  A / I |
| **Experience:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Experience of working in a HR role * Experience of advising managers on a range on employment matters. * Experience of supporting workplace investigations * Experience of advising managers on a range of HR and employee relations cases, i.e. conflict management, disciplinary, absence, performance etc * Skilled, to an advanced level, in Office 365 packages | Desirable  Desirable  Desirable  Desirable  Essential | A / I  A / I  A / I  A / I  A / I |
| **Qualifications:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Associate membership of the CIPD or willing to work towards. * A level 4 qualification or above. * Evidence of continued learning/development and the practical application of this. * GCSE Maths at English at grade C/4 or equivalent | Essential  Desirable  Desirable  Essential | A  A  A / I  A / I |
| **Skills & Ability:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Excellent interpersonal skills across all methods of communication. * High quality written ability to produce complex information in a clear and concise format. * Able to analyse and interpret data and information. * Highly organised and efficient. * Strong PC literacy skills. * Effective verbal and written communication skills. Able to deliver difficult messages in the most effective way (minimising any potential negative reaction.) * A great writer who can communicate messages which engage and influence the reader. | Essential  Essential  Essential  Essential  Essential  Essential  Essential | A / I / T  A / I / T  A  A / I / T  A / T  A / I /T  A / I / T |
| **Communication:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Able to communicate sensitively and in an appropriate manner. * Able to demonstrate sympathy and discretion when dealing with issues which require understanding. * Able to writes letters on a variety of topics which are understandable and clearly expressed. * You will be able to communicate clearly and effectively with a diverse range of people (both verbally and in writing). * You are able to explain things clearly and precisely to others. * You actively listen, share information, and propose suggestions and solutions; * You show respect and fairness when communicating, considering the feelings of others. | Essential  Essential  Essential  Essential  Essential  Essential  Essential | I  A / I  T  I / T  I  A / I  I |
| **Behaviour & Personal Characteristics:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * A committed and effective team player. * A positive ‘can do’ attitude towards all aspects of the role. * Leads by example and role models the values and behaviours that we expect at all times. * Builds rapport and displays integrity at all times. * Treats everyone equally, with respect and dignity. * Enthusiastic and flexible team player with high expectations of self and others. * You will be able to adapt to new work challenges and situations, adopting a positive attitude to change. * Constructively challenges and accepts constructive challenge from others. * Resilient & calm when under pressure and able to balance conflicting priorities and manage time well. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | I  I  I  I  I  I  I  I  I |

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| People Advisor | People & Experience |
| **SALARY** | HOURS OF WORK |
| Band 2 - 3 (£19,337 - £26,807)  Per Annum | 37 hours per week  To be agreed with line manager.  Monday – Thursday 9:00 – 5:00  Friday 9:00 – 4:30 |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2022)  (based on actual NOT FTE)  Contribution rate %  Up to £15,000 5.5%  £15,001 to £23,600 5.8%  £23,601 to £38,300 6.5%  £38,301 to £48,500 6.8%  £48,501 to £67,900 8.5%  £67,901 to £96,200 9.9%  £96,201 to £113,400 10.5%  £113,401 to £170,100 11.4%  £170,101 or more 12.5%  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |