**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| People & Compliance Officer | People & Experience |
| **SALARY** | **BENEFITS** |
| Band 2 (£19,337 - £23,317) 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** |
| Senior Advisor – People & Experience | N/A |
| **KEY PURPOSE OF POST** | |
| At the heart of our ethos is an outstanding student experience in a safe and inclusive learning environment. You contribute to this by ensuring robust safer recruitment practices across the College.  Your primary focus will be:   * 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. * You provide effective and timely support to managers, developing and enhancing their knowledge of, and compliance with, all aspects of safer recruitment. | |
| **DUTIES** | |
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| * 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 professional and impartial advice and support to managers at early stages of all HR processes (attendance management, conduct, performance management, flexible working etc). You will support the Senior Advisors with the provision of effective note taking support. * 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. * You may also be asked to support any member of the team in the delivery of the HR service. | |
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| **KEY INFORMATION APPLICABLE TO ALL POSTS** |
| You 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. * You promote Equality, Diversity and Inclusion at every opportunity. * You demonstrate and promote the highest level of customer service to internal and external customers. * You promote College sustainability policies and strategies by personal commitment and lead by example. * You are actively involved in carbon reduction, embedding all our carbon reduction practices (lights off, heating down etc.) * You are vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. * You are 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. * You work flexibly within your own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. * You are committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly supports this aim. You are required to support this aim and its implementation pro-actively. |
| 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. |
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**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**

The following information is provided to help applicants understand and appreciate the general work content of their post and the role they are to play at Myerscough College. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level, and scope of the post and the salary has been established on this basis.

**ROLE SPECIFICATION**

* 1. Assessed via Application form

( I ) Assessed via 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 | Desirable  Essential  Desirable  Desirable | A / I  A / I  A / I  A / I |
| **Experience:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Experience of working in HR * Experience of advising managers on a range on employment matters. * Skilled, to an advanced level, in Office 365 packages | Desirable  Desirable  Essential | A / I  A / I  A / I |
| **Qualifications:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Associate membership of the CIPD. * 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 | Desirable  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 & Compliance Officer | People & Experience |
| **SALARY** | HOURS OF WORK |
| Band 2 (£19,337 - £23,317) 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, pro rata, 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  Up to £15,000 pa 5.5% Employee  £15,001 to £23,600 pa 5.8% Employee  £23,601 to £38,300 pa 6.5% Employee  £38,301 to £48,500 pa 6.8% Employee  £48,501 to £67,900 pa 8.5% Employee  £67,901 to £96,200 pa 9.9% Employee  £96,201 to £113,400 pa 10.5% Employee  £113,401 to £170,100 pa 11.4% Employee  £170,101 or more pa 12.5% Employee  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 £40.00 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 | |