

## JOB PROFILE

<b>Job Title</b>	HR Admin Officer <b>Part-Time Fixed Term Contract</b>
<b>Department</b>	Finance & HR
<b>Accountable to</b>	Chief Executive Officer
<b>Location</b>	Various locations: South London/ remote flexible working (Hybrid Working available)
<b>Role Requirements</b>	See attached Job Description
<b>Skills</b>	See attached Person Specification
<b>Salary</b>	Depending on experience and qualifications Scale £28,000 - £32,000 (FTE (pro-rata)
<b>Hours of Work</b>	9.00am-5.00pm but flexibility is required
<b>Terms and conditions</b>	The successful applicant will require DBS checks

### EXPECTATIONS FOR ALL STAFF

**Responsive & Adaptive**

Responsive to change, creating new opportunities for meeting new challenges

**Creative, imaginative and entrepreneurial**

Innovators and commercially aware

**Collaborative**

Promote 'team-ship' through collaboration and taking pride in their work and the Organisation

**Passionate professionals**

Role models committed to continually improving themselves and ultimately the experience and success of our learners

**Accountable**

Understand the impact of (and take responsibility for) their actions upon Organisation stakeholders

### Organisation Profile

MI Skills Development Centre (MISDC) is a not-for-profit community training provider established in 2004, delivering adult education, employability and vocational programmes funded through the Greater London Authority (GLA), Adult Skills Fund (ASF) and Free Courses for Jobs (FCFJ) Skills Bootcamps, DfE Student Loan and local authority contracts.

Our mission is to **Transform Lives** by improving skills, access to employment and community cohesion for disadvantaged Londoners.

# JOB DESCRIPTION

<b>Job Title</b>	HR Admin Officer
<b>Overall Purpose of the Job</b>	
<p>HR Officer will sit at the heart of our organisation, reporting to the CEO. The person will play a crucial function in ensuring the efficient HR administrative functions. This role will provide high-quality operational HR support across the organisation, ensuring effective people management, compliance with employment legislation, safer recruitment practices, and alignment with Ofsted, funder and regulatory expectations. This role would suit someone who wishes to contribute their skills in HR administration within the Not-for-Profit sector in community setting.</p> <ul style="list-style-type: none"><li>• The role will support managers and senior leaders in building a professional, compliant, and inclusive workforce, and support Senior Managers to induct new staff members. To support notetaking at HR meetings and work with the teams to ensure compliance with our HR policies, procedures and HR paperwork.</li><li>• To use our online portals (BrightHR) to record staff data, manage online HR functions and train new staff in its use. You will also work with the team on the recruitment of new staff including supporting, organising interviews and collecting references as part of Safer Recruitment in Education</li><li>• You will be a highly organised administrator with excellent attention to details, be methodical in your approach and be an excellent and clear communicator.</li><li>• You will have the skills necessary to balance the various functions of the role.</li></ul>	
<b>Main Duties and Responsibilities</b>	
<b>1. Recruitment &amp; Onboarding</b> <ul style="list-style-type: none"><li>• Coordinate end-to-end recruitment processes for staff, sessional tutors and associates</li><li>• Draft and update job descriptions, person specifications and adverts</li><li>• Manage shortlisting, interview coordination and offer processes</li><li>• Follow organisation's Safer Recruitment Policy in onboarding new staff members and ensure safer recruitment checks are completed (DBS, references, Right to Work, qualifications)</li><li>• Seeking references and perform online checks for new staff in line with Safer Recruitment policies</li><li>• Maintain recruitment records, compliance trackers and lead induction process</li><li>• Ensure all new starters and leavers complete all the required paperwork, and that it is uploaded into relevant system;</li></ul>	
<b>2. HR Administration &amp; Employee Lifecycle</b> <ul style="list-style-type: none"><li>• Issue contracts, variation/confirmation/review letters and other appropriate documents as needed;</li><li>• Working with the departmental manager to maintain the BrightHR and BrightSafe portals. Additionally, work will need to be done to improve the already pre-existing systems in place</li><li>• Maintain accurate staff personnel files (electronic and paper)</li><li>• Ensure all new starters and leavers complete all the required paperwork, and that department managers have uploaded the relevant paperwork onto the relevant system</li><li>• Oversee probation processes and reminders</li><li>• To respond to routine queries from employees, project delivery staff and sessional associates;</li><li>• Ensuring device policies, mobile phone &amp; laptops, are signed and uploaded onto BrightHR for all staff in possession with a device</li><li>• To occasionally deal with distressed staff in a calm and professional manner;</li><li>• Support managers in disciplinary and grievance meetings. Attending meetings and note taking;</li><li>• Review of supervision /probationary notes from different departments and timely feedback to the CEO;</li><li>• Recruitment and coordination of volunteers including induction;</li><li>• Management of company's HR software – BrightHR and Blip;</li></ul>	

### **3. Policies, Procedures & Compliance**

- To review processes relating to safer recruitment annually;
- Review recruitment policy and its associated policy procedures, assisting department managers to understand and implement these policies with their staff;
- Awareness of Data Protection Act 2018, GDPR, Safer recruitment in Education and Employment Law;
- Maintain and update HR policies in line with legislation and best practice
- Liaising with Peninsula HR regarding documents and HR policies review;

Support implementation of policies such as:

- Safer Recruitment
  - Disciplinary & Grievance
  - Absence Management
  - Equality, Diversity & Inclusion
  - Data Protection
  - Sexual Harassment & Dignity at Work
- Support evidence requirements for Ofsted, funders and audits

### **4. Employee Relations**

- Liaising with Peninsula HR for advice;
- Provide first-line HR advice to managers on people management issues
- Support case management for disciplinary, grievance and capability matters
- Assist with absence monitoring and return-to-work processes

### **5. Learning & Development**

- Ensure all staff are compliant with compulsory CPD, and maintaining up to date records
- Support coordination of mandatory training (Safeguarding, Prevent, GDPR, H&S, EDI, etc.)
- Assist with appraisal and performance review processes

### **6. Payroll & Data Reporting**

- Liaise with Finance/Payroll to ensure accurate starter/leaver information
- Support HR data returns and internal reports
- Maintain HR trackers and dashboards

### **7. Organisational Development**

- Contribute to Investors in People (IIP) and quality improvement activities
- Support staff wellbeing initiatives

### **External Relationship**

Act as Data Protection Officer and to be responsible for MISDC's data integrity and compliance with GPPR.

Produces information to feed into key reports (i.e., staff EDI) and collate evidence used to meet needs within resourcing constraints.

### **Continuing Professional Development**

- Take responsibility for own personal development and participate in Continued Personal Development (CPD) and the organisation appraisal scheme.
- The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating, as and when necessary

**GENERAL RESPONSIBILITIES:**

- Promote and Contribute to the attainment of the Organisation’s Values, culture and mission
- Comply with all organisation policies, practices, and procedures.
- Take responsibility for safeguarding and promoting the welfare of young, vulnerable people.
- Promote safe and healthy working practices in learning areas, applying and complying with health and safety regulations.
- Undertake such duties as may reasonably be considered commensurate with his/her post and general level of responsibility at his/her initial or present place of work, or any other establishment for which the organisation provides services.

The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post. The role requires flexibility and adaptability and the employees of the company need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

**Work Environment**

The postholder will be provided with all the necessary equipment to undertake the role which includes a permanent desk. At times, the postholder may be required to work with partner organisations, and therefore be required to work off-site, and at times work outside core hours.

**NOTE:**

The job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

MI ComputSolutions T/A MI Skills Development Centre is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all staff and volunteers to share this commitment.

In accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, you have a duty to take reasonable care to avoid injury to yourself and to others through your work activities, and you are required to cooperate with the organisation in meeting statutory obligations.

As an employee of the MI Skills Development Centre, you are obliged to attend and participate in the Organisation’s first aid, Safeguarding, Equal Opportunities, fire and other health and safety training. All accidents sustained at work must be reported using the established procedure for this purpose.

You are responsible for familiarising yourself with and participating in training courses appropriate to your role as directed by your manager, including First Aid, Safeguarding, Health and Safety and Fire Training.

To be completed by the successful applicant on appointment.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
(Line Manager)

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
(Current Post holder)

Notes

1. In addition to the above, you will be required to carry out any other duties required to ensure the implementation of the programmes and projects or other areas of work for which the Company is responsible.
2. This list is not to be regarded as exclusive or exhaustive. Any additions or alterations will be put in writing by the Managing Director/CEO.

## PERSON SPECIFICATION

Job Title	HR Admin Officer	
Job Requirements	(E) = Essential (D) = Desirable	
<b>1. Equalities</b> <ul style="list-style-type: none"> <li>• Proven and demonstrable commitment to the principles and practice of equal opportunities in employment.</li> <li>• Commitment to equality, diversity and inclusion</li> </ul>	E	E
<b>2. Qualifications</b> <ul style="list-style-type: none"> <li>• CIPD Level 3 or equivalent HR qualification</li> <li>• Working towards CIPD Level 5</li> </ul> To have achieved Maths and English up to level 2.	E D E	
<b>3. KNOWLEDGE/EXPERIENCE REQUIRED</b> <ul style="list-style-type: none"> <li>• Minimum 2 years' experience in an HR/People role</li> <li>• Experience in education, training or not-for-profit sector</li> <li>• Experience of safer recruitment processes</li> <li>• Experience supporting audits (Ofsted, funders, IIP, etc.)</li> <li>• Good working knowledge of UK employment law</li> <li>• Knowledge of safeguarding and safer recruitment requirements</li> </ul>	E D D D E E	
<b>4. Skills and Ability Required</b> <ul style="list-style-type: none"> <li>• Strong administrative and organisational skills</li> <li>• Excellent written and verbal communication</li> <li>• Ability to handle confidential information professionally</li> <li>• Competent user of Microsoft Office 365 applications, including Outlook, Sharedfolder and Teams</li> <li>• Professional, discreet and trustworthy</li> <li>• Organised and detail-focused with attention to details</li> <li>• Proactive and solutions-orientated</li> <li>• Passionate about social impact</li> </ul>	E E E E E E E E	
<b>5. PERSONAL CHARACTERISTICS/ATTITUDE REQUIRED</b> <ul style="list-style-type: none"> <li>• High level of confidentiality and integrity</li> <li>• Professional and approachable manner with sensitivity to the needs and expectations of individuals and ensuring an appropriate level of responsiveness in all cases</li> <li>• Proactive and solutions-focused with strong organisational skills and an ability to prioritise effectively and manage a varied workload to meet deadlines</li> <li>• Commitment to equality, diversity and inclusion with ability to promote the Company's Equal Opportunities &amp; Diversity Policies</li> <li>• Positive and energetic with a proactive approach to getting things done, including finding creative and innovative solutions</li> <li>• Committed to developing others, supporting their wellbeing and helping to manage their workload</li> </ul>	E  E  E  E  E  E	
<b>6.Values and Motivation</b> Commitment to MI's mission of transforming lives	E	

## **We are a Disability Confident Employer**

We welcome and encourage applications from disabled people and are committed to ensuring our recruitment process is accessible and inclusive. If you need any reasonable adjustments to apply for this role, to complete the application, or to participate in interviews or skills assessments (including microteach or task-based activities), please let us know and we will work with you to meet your needs. We guarantee an interview to disabled applicants who meet the essential criteria for the role, and we provide information in alternative formats on request. As a Disability Confident employer, we actively work to remove barriers, support workplace adjustments, and create an environment where everyone can thrive.