HR Administrator and Bursar’s PA

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<tr>
<th><strong>Job Title</strong></th>
<th>HR Administrator and Bursar’s PA</th>
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<tr>
<td><strong>Location</strong></td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<td><strong>Reporting to</strong></td>
<td>HR Manager/Bursar</td>
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<tr>
<td><strong>Contract Type</strong></td>
<td>Permanent</td>
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<td><strong>Probation Period</strong></td>
<td>Six months</td>
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<td><strong>Salary Range</strong></td>
<td>£30,497 to £32,344, DOE (SP 38-40 on the University’s single salary spine)</td>
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<td><strong>Hours of Work</strong></td>
<td>37.5 hours per week Monday to Friday. Flexible working arrangements including a blended approach of onsite and remote working will be considered for this role</td>
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<td><strong>Medicash Healthcare Plan</strong></td>
<td>All staff members have access to the College’s Medicash Healthcare Plan <a href="https://www.medicash.org/">https://www.medicash.org/</a></td>
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<tr>
<td><strong>Mental Health Peer Support Programme</strong></td>
<td>All staff members have access to the College’s Mental Health Peer Support Programme, supporting <a href="https://www.mind.org.uk/mentally-healthy-universities">Mind’s Mentally Healthy Universities initiative</a></td>
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<tr>
<td><strong>Annual Leave</strong></td>
<td>Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff.</td>
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<td><strong>Pension Eligibility</strong></td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.</td>
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The University of Cambridge’s oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have particular strengths in
five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our Bridge initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in different stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our centres: the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our website contains further information about our history, people, work, and values.

Job Purpose

To provide a comprehensive range of administrative support to the Bursar and HR Manager. The Bursar is responsibility for finance and investment management, the College estate including provision of student accommodation, IT, Human Resources, legal compliance, conferencing, catering and the day-to-day administration of the College. The Bursar is also responsible for various inter-collegiate matters and efficient diary management will be a main focus for the role holder.

The Bursar’s management team consists of:

- Assistant Bursar
- Head of Domestic Operations
- Head of Facilities
- HR Manager
- Compliance Manager

The HR Manager works closely with the Bursar ensuring the College has the appropriate HR strategy and initiatives in place which is clearly aligned to the overall vision and objectives of the College. A main focus for the role holder will be to administer the recruitment and onboarding process, ensuring pre employment checks are carried out.

Main Duties (Bursar’s PA)

- Provide administrative support to the Bursar, acting as first point of contact for enquiries; dealing with day to day correspondence, including email, answering queries and following up with other departments as necessary.
- Diary Management, arranging meetings, room bookings and arranging hospitality where applicable. Ensure that regular meetings are arranged well in advance. Plan and co-ordinate special events as required.
• Keep a schedule of reminders for recurring annual tasks and provide proactive updates and preparation to the Bursar for upcoming tasks, including maintaining a log of actions falling to the Bursar from committee and other regular meetings through a review of the draft minutes.

• Support the Bursar in preparing for committee and other meetings through keeping track of the deadline for the preparation on key papers.

• Prioritise, draft and present for approval/signature correspondence, reports, data and other documentation.

• Liaise with external bodies (including professional service providers) in respect of issues relating to the work of the College.

• Document safe-keeping, including establishing and maintaining effective filing systems including certain information on the College’s website. Catalogue and ensure the safe-keeping of deeds and other legal documentation relating to the College property and investments.

• Forward Freedom of Information requests to the Compliance Administrator.

• Assist the Bursar in administration of University meetings including Bursars’ Committee and Sub-Committees meetings.

• Manage the Bursar’s office in his absence, acting on own initiative to establish priorities necessary to the smooth running of the office.

• Organise the Bursar’s travel and accommodation requirements when attending business away from College.

• Undertake specific projects as required.

**Main Duties (HR Administrator)**

• Take ownership of the recruitment/onboarding process and administration of applications, liaising with other departments as necessary. Uploading job descriptions to recruitment platforms, collating applications/uploading onto Moodle, sending out interview invites and notifying unsuccessful candidates, communicating with shortlisting/interview panels and signposting recruitment documentation as needed.

• Ensure that eligibility for employment, right to work, references and qualification checks are undertaken for all new staff. Complete all necessary documentation for Skilled Worker visas and DBS checks for regulated roles.

• Carry out staff inductions, signposting induction training and ensuring all signatory forms are returned and uploaded onto BrighthHR. Update the training spreadsheet.

• Upload applicant feedback from ED&I forms and staff surveys onto the master spreadsheets.

• Update the Medicash platform with starters and leavers.

• Review and manage the staff files and documents held onsite and on cloud based platforms (BrighthHR, Sharepoint and Teams) in accordance with current GDPR legislation.
• Upload documentation on BrightHR / Teams associated with probationary reviews, contract amendments, staff training and annual performance reviews.

• Assist with the exit interview process and upload staff feedback onto the master spreadsheet.

• Assist with KPI projects, uploading data from reports on staff recruitment, staff retention and sickness related absences, liaising with other departments as required.

• Assist with updating HR templates and documentation as needed.

• Participate in HR projects and tasks as needed and which are relevant to the role.

• Attend the HR Forum and training workshops associated with the role.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

Person Specification

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<th>Essential</th>
<th>Desirable</th>
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**Education and Experience**

- Educated to A level or equivalent with a high degree of literacy
- HR administration, including recruitment/onboarding and pre-employment checks
- A highly efficient and competent administrator, and skilled PA to Board / director level

**Skills and Abilities**

- Good standard of keyboard and IT skills including internet search engines, Outlook, Excel, Microsoft office systems, recruitment and Cloud based HR platforms
- Excellent diary management skills
- Ability to exercise complete discretion at all times
- Calm and unflustered when working against tight deadlines and time pressures
- Good communication, interpersonal, organisational, analytical and research skills
- Organised with good attention to detail and high degree of accuracy
- Ability to prioritise tasks effectively and work to tight deadlines, both individually and as part of a team
- Considerate and sensitive to colleagues and able to promote health and wellbeing in the workplace
- Forward thinking and capable of implementing process and template updates

**Education and Experience**

- A degree or equivalent
- Experience of working within Higher Education environment or customer-facing environment
- Working towards a CIPD qualification in Human Resources
• An active listener
• Ability to embrace change
• Ability to act on own initiative as required

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College’s Staff Handbook, Health & Safety Policy and all relevant procedures.

**Screening Check Requirements**
We have a legal responsibility to ensure you are eligible to live and work in the UK.

Further guidance on right to work checks for EU, EEA or Swiss citizens can be found at: [Right to work checks: employing EU, EEA and Swiss citizens - GOV.UK (www.gov.uk)](http://www.gov.uk)

**Data Protection**
Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](http://www.gov.uk).