

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	HR and Support Administrator
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Post Holder	
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Accountable To	Debbie Kerr
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Responsible For	Providing a professional service to the HR and other departments within the College
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Department	HR
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Overall Purpose of Job
This role is to provide administration support to the HR department in HR processes, payroll and continuous professional development as well as to provide administrative services to other departments as and when required.

Main Duties and Responsibilities
General Support Provide an administrative service to the HR department and other departments as and when required and as directed by the Head of HR and Development. Deal with first-line enquiries and refer them to appropriate staff in a pleasant and efficient manner Distribute accurate messages to staff by electronic means, written format, telephone or in person Payroll Duties Provide admin. support to the HR Officer as directed, including electronic filing of timesheets, assisting with the calculation of monthly payroll, input to the payroll system and running reports as necessary Continuous Professional Development Provide support to the HR and Development Advisor for the advertising, record keeping and reporting on CPD activity Set up training in the HR system

Create engaging advertising materials for CPD

Communicate CPD opportunities through multiple channels

Record and report on CPD activity

Communication and staff Engagement

Assist with monitoring and developing communication channels for HR

Maintain and assist with the development of the HR Hub

General Duties

Sort and distribute incoming mail to appropriate department staff

Responding to enquiries as required including on the hr mailbox

Providing administrative support to other departments as required

Administrative Support

Take minutes at meetings and distribute the completed minutes to the relevant attendees; sending out e-invites to future meetings

Provide administrative support to projects

Create, maintain and update departmental process guides

Assist in the maintenance of accurate database of Archive contents to date, including removals and deposits

Other ad hoc duties as they arise

Personal and Professional Development

Adopt flexible working methods to meet the changing needs of the College

Develop and maintain quality standards appropriate to the post

Develop and maintain professional standards and expertise by undertaking relevant professional development

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JOB DESCRIPTION

Assist in the development and promotion of the Scottish Borders Campus to ensure an appropriate and professional service is provided

Develop and maintain a team based approach to the provision of reception and telephony services to the Scottish Borders Campus

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

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Person Specification

QUALIFICATIONS		Essential or Desirable
	Maths, English at SCQF 5	E
	ICT at SCQF 4	D

KNOWLEDGE		Essential or Desirable
	Operational sectors within Borders College	D
	Microsoft packages	E
	Filing Systems	D

EXPERIENCE		Essential or Desirable
	Working in a large and diverse organisation	D
	Working with staff and members of the public	D
	Providing administrative support to internal departments including, minute taking and document management	D

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Excellent communication skills – both individual and group	E
	Friendly and professional manner at all times	E
	Negotiating and influencing skills	E

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Good time management & organisational skills	E
	Effective decision-making skills	E
	Good ICT skills	E
	Ability to work flexibly and effectively respond to changes	E