

# HR & Recruitment Administrator

## Job Specification



### About the role:

A fantastic opportunity has become available within our Human Resources team, we are on the hunt for a dynamic HR & Recruitment Administrator who is passionate about the day-to-day HR and Recruitment processes. This is a permanent opportunity on a full time basis and offering an immediate start.

The HR & Recruitment Administrator will be responsible for the day-to-day tasks within the team. This includes a variety of Human Resource support and administrative duties as well as the full 360 recruitment process. The successful candidate will provide a comprehensive administrative function, with a strong recruitment bias, and will also be trained to advise on entry-level HR generalist matters such as disciplinary procedures, absence management and the like.

This is the ideal role for someone who has previous recruitment experience and enjoys working within a recruitment environment but who is keen to branch out into generalist HR. It's a fantastic opportunity for someone who is looking to develop and grow their HR knowledge and learn from an incredibly busy team, whilst continuing to focus on internal recruitment without the pressure of hitting targets. HR is at the core of what we do at Academia, so we're looking for someone who is dynamic, energetic and eager to get stuck in; who puts people first whilst maintaining an excellent business approach; and generally someone who loves the challenge of working in a fast-paced and ever-changing environment. You'll need to be switched on, able to juggle multiple tasks and have a great sense of humour and positivity to keep up with it all (we're not robots)!

CIPD qualified or working towards is advantageous but not essential.

### Amongst other tasks, you will be responsible for:

- Assisting the line managers in the recruitment and selection process, including production of job specifications, advertising vacancies via job boards, social media and our internal website; compiling application packs, standard recruitment correspondence, arranging and facilitating interviews and proactive resolution of initial employment enquiries etc.
- Responsible for ensuring all compliance processes are completed during the onboarding process. This includes DBS checks, proof of right to work, references and so forth.
- Completing offer letters and contracts where needed.
- Adding/maintaining personnel records for new starters and leavers.
- Processing all administration activities in relation to all types of absence; and entering details from self-certificates or fit note forms onto the HR system; notifying payroll and employees of unpaid absence; completing return to work interviews and so forth.
- Supporting line managers in any disciplinary or grievance situations by offering 1<sup>st</sup> level advice (if possible), minute-taking and generating follow-up documentation.
- Monitoring completion and confirmation of probationary periods.
- Supporting the administration of reward and benefits schemes.

- Providing HR policy advice and support to line managers and employees, explaining procedures and policies in an understandable manner (these are all shared online).
- Maintaining accurate records by adding relevant info when needed (this includes scanning; filing and the like).

## Key Skills:

- Exceptional standards in quality of work.
- Productive and efficient with the ability to work well under pressure.
- Able to establish and maintain constructive working relationships at every level in an organisation; team player.
- Exposure to the full 360 recruitment cycle.
- Able to demonstrate drive and ambition by working well on your own (i.e. self-motivated) and assisting in areas outside of your typical role when needed.
- Exposure to basic HR activities and use of systems either through studies or practical work experience (min. 6 – 12 months).
- Demonstrable organisational skills and ability to multi-task.
- High level of attention to detail in order to prepare accurate documents.
- Comfortable dealing with highly confidential information - and maintaining confidentiality.
- Capable of acting as point of reference/contact for enquiries.

## Why Academia?

Academia are a rapidly growing Technology company with a strong footprint in the educational space. We specialise in supplying software, IT hardware, training and managed service solutions to both public and private sectors.

Established in 2003, we employ over 150 dedicated professionals across multiple locations throughout the UK with a group annual turnover of over £80m. Our growing customer base means we have now worked with every single university in the UK. Furthermore, as Ranked #1 supplier on many national frameworks, we are growing our provision more so to strengthen our position as a leading educational supplier.

Within the Academia Technology Group, we also have Charterhouse Muller (our recycling and repurposing company) as well as a new acquisition of Vital York (an MSP in York). We were acquired by Strive Capital in September of 2020, who have provided further support and financial strength to the company.

## Benefits

- Gym membership contribution
- Health Cash Plan
- Increased annual leave with length of service
- Free half day holiday on your birthday
- Free Will Writing service
- Borrow my doggie membership
- Life Insurance
- And much more

