

## Welcome to the Field Studies Council

### **HR Administrator with Field Studies Council Head Office, nr Shrewsbury, Shropshire**

**We are open to this role being hybrid with some remote / home working.** Your time in the office will be dependent on business need. If this is something you would be interested in, we can discuss this further if you are selected for interview.

Imagine a role that offers you both unique opportunities and challenges; where you are an important part of an empowered team who strive to create a truly memorable experience for every individual who visits our Field Studies Council Locations and where you have the chance to demonstrate your passion to deliver the highest standards of customer service and care. No matter what role you perform at the Field Studies Council, everyone can make a difference... if you want to join our successful Environmental Education Charity and you have what it takes to make a difference then we want to hear from you.

Included in this pack is the key information relating to our **HR Administrator** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- For Information about the Field Studies Council visit [www.field-studies-council.org](http://www.field-studies-council.org)

**The closing date for receipt of your completed application is 11.59pm on 9 June 2024**

We reserve the right to close the vacancy early if we're in receipt of sufficient applications. Please apply early to avoid disappointment.

Interviews are scheduled to take place either online or at Field Studies Council Head Office in the week commencing 17 June 2024

Shortlisted applicants will be contacted by email.

If you have any queries regarding this vacancy, please email Helen on [h.greatorex@field-studies-council.org](mailto:h.greatorex@field-studies-council.org)

We look forward to receiving your application.

**Helen Greatorex**  
**HR Manager**

# Job Description

**Job Title:** HR Administrator  
**Grade:** Team Member  
**Based at:** Field Studies Council Head Office, nr Shrewsbury (with some remote working)  
**Reports to:** HR Manager  
This post holds no line management responsibility.

## Job purpose:

Based in the HR Department, this role will provide support in all aspects of HR administrative duties and processes; ensuring a proactive, efficient and professional support service is delivered to both external customers and internal colleagues and teams. As a first point of contact for a variety of internal and external customers it is imperative that you deliver the highest level of customer service and care at all times.

## Key Responsibilities:

- Handling telephone and email enquiries, ensuring they are dealt with in a professional and timely manner and escalated to the appropriate person if necessary
- Assisting with all aspects of the recruitment process, including:
  - preparation of job adverts and vacancy packs, and uploading these to Networx (our recruitment software 'applicant tracking system') and job sites
  - day-to-day vacancy administration and management tasks within Networx, which may also include providing system support to managers
  - undertaking time critical pre-employment checks, e.g. right to work/ID checks, obtaining references and appropriate Disclosure checks, in accordance with Field Studies Council guidelines
  - correspondence with applicants and hiring managers pre & post interview, ensuring communications are sent out correctly and in a timely manner
  - covering for the Recruitment Officer as needed
- Assisting with the onboarding process for new employee appointments, including the preparation and issuing of employee contracts and associated documentation ensuring that legal obligations and timescales are met and creating electronic personnel files for new employees
- Assisting with general administration throughout the employee life-cycle, from appointment to employees leaving the organisation
- Undertaking day to day input and maintenance of employee data into our integrated HR and payroll system (ResourceLink), ensuring that data is entered accurately and in line with all internal processes and timescales
- Following policies and procedures, in particular observing the importance of confidentiality within the Human Resources department
- Proactively monitoring the receipt of employee documentation required at various stages in employment and, where appropriate, liaising closely with Senior colleagues or employees directly to ensure legal obligations and timescales are met
- Assisting with the creation and maintenance of reports, spreadsheets and correspondence in various formats, as and when required or requested
- Assisting with document storage administration and maintenance, e.g. uploading documents to our HR & Payroll software and storage systems, and assisting with the ongoing process of digitisation and/or secure destruction of existing paper based files
- Building and maintaining effective working relationships with all stakeholders

- Taking minutes / notes at meetings as required, e.g. team meetings, employee life cycle and disciplinary / grievance meetings (this may involve travel to other Field Studies Council locations)
- Assisting with the administration duties for our Associate Tutors, Freelance Tutors, Higher Education Placements, and Trainee Tutors / apprenticeships
- Assisting with the creation and dissemination of internal communication to staff, via various methods
- Undertaking other routine administrative duties as required, in order to support colleagues and ensure the efficient operation of the HR Department
- Undertaking any other duties that may be reasonably required to assist with other teams across the organisation and complying with all reasonable directions that may from time to time be given

**General:**

- Complying with all relevant legislation / Field Studies Council Operating Codes of Practice (OCOPs) / Field Studies Council Health and Safety Handbook and procedures
- Delivering a high standard of customer service and customer care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining professional standards at all times in accordance with Field Studies Council policies
- Fulfilling your obligations under Field Studies Council's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as internal and external training as required, in order to share best practice and improve team, Head Office and organisational performance, and participating fully in staff development activities (sometimes this may involve travel to other Field Studies Council locations with the occasional overnight stay)
- Driving: Due to the remote nature of Field Studies Council Head Office and many of our learning locations, it would be advantageous if you were able to drive. In order to drive Field Studies Council vehicles, you will need to be 21 years or over, have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role

**Key Expectations:**

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving Field Studies Council's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.

The Field Studies Council reserves the right to vary these duties, as per the needs of the business.

Date of Issue: May 2024

# Person Specification

<b>Title: HR Administrator</b>	<b>Location: Head Office (Base Negotiable)</b>
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<b>Essential/Desirable Factors for the Role</b>	<b>E</b>	<b>D</b>	<b>How is this identified?</b>
<b>1. Qualifications &amp; Experience</b>			
A good standard of English and Maths, and/or appropriate vocational experience	✓		Application
Experience working in an administrative role	✓		Application/Interview
Experience working with software and systems, with a willingness and the ability to learn a new system	✓		Application/Interview
Experience working with a HR information system (HRIS), applicant tracking system (ATS) or similar data/relationship management system e.g. ResourceLink, Networx		✓	Application/Interview
Previous experience of working in a HR, Recruitment or Payroll department		✓	Application/Interview
NVQ Level 2 Business Administration or HR qualification (or equivalent / higher)		✓	Application
Ability to exhibit a high level of confidentiality	✓		Application
Proven experience of accurate data input work	✓		Application/Interview/Assessment
Experience of working with cloud-based administration systems		✓	Application
Experience of taking accurate notes of meetings		✓	Application
Full valid driving licence or the ability to travel as needed and as the role dictates	✓		Application
<b>2. Knowledge</b>			
Knowledge of the principles and issues relating to operational business processes in HR administration		✓	Application/Interview
Proficient in the use of MS Office 365 applications software (word, outlook, excel), the internet, intranet and internal communications applications (e.g. Slack, Teams)	✓		Application
<b>3. Skills</b>			
Ability to accurately undertake numerical calculations, such as those relating to payroll and staff terms and conditions	✓		Application/Interview
Excellent administration skills	✓		Application/Interview
Highly organisation with the ability to focus and stay on task in a busy office environment or when working alone	✓		Application/Interview
Ability to effectively manage tasks and changing priorities on a day-to-day basis	✓		Application/Interview
Professional and articulate telephone manner	✓		Interview
Excellent communication skills, both orally and in writing	✓		Application/Interview
Excellent accuracy and attention to detail in all aspects of work	✓		Application/Interview

## Summary of Main Terms and Conditions

### Contract Term:

This is a permanent position.

### Remuneration:

Grade: Team Member

Salary Grade: Scale Points 7 - 10, actual salary is £23,673 - £25,122 per annum.

The point of entry within the salary grade will be dependent upon qualifications and experience. Further incremental progression within the grade will be subject to meeting required standards and satisfactory individual performance reviews.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

Workwear is provided by the Field Studies Council.

### Hours of work:

The hours of work are 37.5 hours per week, which will normally be worked over five days, Monday to Friday, with a 30-minute unpaid lunch break each day. The exact working pattern can be discussed at interview.

There is an expectation that you will occasionally have to travel to other Field Studies Council locations or meeting venues within the UK. Where this is required, this would be agreed in advance and appropriate notice would be given.

### Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equating to 28 days (excluding Bank Holidays) during a complete holiday year. Part time workers, or anyone who joins part way through the year, will receive a pro-rata of the entitlement.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 2 additional days paid leave (pro rata for part time workers).

### Pension:

You will be eligible to join one of Field Studies Council's Pension Schemes.

### Sickness:

During periods of certified sickness, you will be eligible to receive sick pay in accordance with Field Studies Council's sickness absence procedures. The payment of sick pay is subject to compliance with Field Studies Council's rules for the notification and verification of sickness absence, details of which will be provided to you upon commencement of employment.

### Additional Employee Benefits:

These include Life Assurance\*, a Health Cash Plan with Westfield Health\* and a 24hr Counselling Helpline Service (\*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at Field Studies Council Head Office on 01743 852119.

### Probationary Period:

This post has a six-month probationary period, during which your suitability for the post will be assessed.

### Post Classification / Criminal Records Check Requirements:

This post has been classified as **Category C** (as defined in the Field Studies Council Code of Conduct) which means it is **not exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in

2013). No criminal records check is currently required; however, you must still meet the acceptance criteria as defined in the Field Studies Council Code of Conduct.