



JOB DESCRIPTION	
<b>Job Title</b>	HR Coordinator
<b>Department</b>	Guildhall School of Music & Drama
<b>Grade</b>	B
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	HR Business Partner / HR Advisor
<b>Responsible for</b>	n/a

### **Purpose of Post**

To assist with HR processes and be responsible for the efficient administration of the Human Resources department, being the first point of contact for generic enquiries for the Guildhall School Human Resources service.

To work closely with the HR Advisors to ensure that administrative processes are carried out efficiently and that HR data is up to date and systems are well managed.

To be proactive in identifying improvements and offering help to the team, in addition to providing administrative assistance to the HR team as required.

### **Main duties**

1. To be proactively involved in managing HR administration and taking ownership for allocated workload.
2. To deliver any allocated recruitment drives for lower grade roles (A to C), and other posts when required, including drafting & reviewing job descriptions & advertisements, obtaining financial approvals, advertising the post, selection and interview process, providing feedback and processing a new starter in line with the recruitment policy.
3. To assist the HR Advisor with the administration of Disclosure and Barring Service, ensuring employees complete forms accurately and according to guidelines, and to maintain a log of the status of all applications and proactively chase up where necessary.

4. To coordinate maintenance of organizational charts and any databases or spreadsheets monitoring staff movement and requirements as required. To assist with staffing data collection and processing as required by HR Advisors or HR Business Partners.
5. To administer and deliver the Guildhall School induction programmes for their allocated Area.
6. To assist with HR processes such as sickness absence recording, contract, new starters and payroll administration.
7. To ensure that HR processes specific for the Guildhall School are completed which includes assisting the HR Business Partner and HR Advisors with data input for the yearly Higher Education Statistics Agency (HESA) return etc.
8. To assist the HR Advisor with the administration of the Safeguarding training, ensuring employees complete the online training and proactively chase up where necessary.
9. To maintain electronic filing systems. To assist in the recording and archiving of paper filing and the creation of systems that will ensure that filing systems are well maintained, leavers filed, and new starter files created.
10. To maintain the HR intranet site for the Guildhall School and ensure all information is current and accurate.
11. To assist in the processing and monitoring of appraisal documentation.
12. To process all invoices related to recruitment, training, travel etc. in an accurate and timely manner, via the CBIS system, ensuring no additional late payment fees are incurred and in line with correct City of London guidelines.
13. To process telephone queries in a timely and efficient manner, answering queries, filtering calls, and transferring callers to relevant members of the team as appropriate.
14. To be responsible for the efficient functioning of the department, by maintaining the general office and its systems in a neat and tidy condition, ensuring telephones, faxes, photocopier and printers etc. are all in working order and the office has ample supplies. To log issues on relevant helpdesks and liaise with facilities and IT department when office equipment, cleaning or other such issues.
15. To support the HR and Payroll teams with the delivery of HR processes, and to share ownership of larger administrative projects involving other administrative staff when needed to ensure efficient and effective delivery.

16. To maintain a good working knowledge of all HR activities within the team, focusing on the administration function, and establishing and maintaining good relationships with the departmental administrators' network.
17. To provide cover for the Payroll Officer when necessary e.g. due to annual leave, and as required by the Payroll Administration Manager.
18. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
19. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
20. To undertake any other duties that may reasonably be requested appropriate to the grade.



PERSON SPECIFICATION	
<b>Job Title</b>	HR Coordinator
<b>Department</b>	Guildhall School of Music & Drama
<b>Grade &amp; Level</b>	B

Please find below the key skills, experience and core behaviours required to undertake this post.

#### **Technical Skills / Professional Qualifications / Relevant Education & Training**

- Educated to A level or equivalent (A, I)
- Certificate or Foundation level CIPD qualification level 3 min (or already working towards it) (A, I)
- A proven understanding or demonstrable interest in working in the arts or higher education with music or drama specialisms (A, I)
- High level of administrative, organisational and time management skills, including ability to work under pressure to tight timescales whilst running a variety of tasks simultaneously to meet key objectives (A, I, T)
- Understanding of intricacies of working with confidential data, and ability to preserve confidentiality (A, I)
- Excellent IT skills including Microsoft Office software (Word, Excel, Outlook, PowerPoint, Outlook and databases) (A, I, T)
- Excellent customer service skills with a good telephone manner, polite, patient, diplomatic and discrete (A, I)
- Proven ability to work well and collaborate with others (A, I)
- Excellent written English with attention to detail (A, I, T)
- Good numeracy skills (A, I)
- Self-motivated and able to act on own initiative (A, I)

## **Experience Required**

- Previous experience working within HR administration (A, I)
- Solid administration experience (A, I)
- Experience in creating, maintaining and improving effective office systems (A, I)
- Experience of working with databases and spreadsheets (A, I)
- Experience of working in a busy office, an understanding of importance of deadlines and ability to work under pressure (A, I)

## **Other Relevant Information e.g. working hours or desirables (only if applicable)**

- An interest in the Arts or Higher Education would be an advantage.

## **Recruitment – Note to Applicants**

***These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***

## **Summary of Terms and Conditions of Employment**

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Salary**

The salary range for this job is £30,180 - £33,120 including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

### **Contract**

This position is offered on a fixed-term basis.

### **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11<sup>th</sup> of each month.

### **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

### **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

One month's notice in writing by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

## **Employee Volunteering Programme**

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.