

Job Description

Job Title: HR Coordinator

Department: Human Resources

Grade: B

Location: Guildhall School of Music & Drama

Responsible to: HR Business Partner / HR Advisor

Responsible for: N/A

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

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 HR Advisors to ensure the efficient delivery of administrative processes, maintain accurate and up-to-date HR data, and support the effective management of HR systems.

To proactively identify opportunities to improve HR processes, support colleagues to ensure smooth daily operations, and provide high-quality administrative assistance to the HR team while adapting to changing priorities.

Main Duties & Responsibilities

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 support HR Advisors with the administration of Disclosure and Barring Service (DBS) checks, ensuring all documentation is completed accurately and in line with required guidelines. Maintain an up-to-date log of application statuses and proactively follow up on outstanding checks to ensure timely completion.
4. To coordinate the maintenance of organisational charts and manage databases or spreadsheets tracking staff movements and workforce requirements. To assist HR Advisors and HR Business Partners with the collection, updating, and processing of staffing data as required.
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 all mandatory training (e.g., Safeguarding and Tackling Harassment and Sexual Misconduct), ensuring employees complete the required online modules and proactively following up on any outstanding training as necessary.
9. To maintain and organise electronic filing systems to ensure accurate and accessible HR records.
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 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.
14. 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.

15. 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.
16. To provide cover for the Payroll Officer when necessary e.g. due to annual leave, and as required by the Payroll Administration Manager.
17. 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.
18. 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.
19. To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

Job Title: HR Coordinator

Department: Human Resources – Guildhall School of Music & Drama

Grade: B

Trent Position number: N/A

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training / Key Skills and Core Behaviours

- CIPD Certificate in Personnel Practice or equivalent working knowledge (A, I)
- A proven understanding of working within the arts or higher education sector, particularly in environments 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)
- Good numeracy skills (A, I)
- Excellent written communication skills with proven experience of writing letters and reports to a high standard. (A,I)
- Experience of working in a busy office, an understanding of the importance of deadlines and the ability to work under pressure. (A, I)
- Excellent attention to detail skills. (A,I,T).
- Proven experience and confidence of working with HR systems (data input and analysis) and providing systems advice to management and staff. (A,I)
- Self-motivated, proactive, inquisitive, and able to act on own initiative. (A, I)
- Ability to think independently and able to come up with solutions in line HR policies and procedures and best practices. (A,I)

Experience Required

- Demonstrable experience of working in HR (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)

Recruitment – Note to Applicants

The qualifications, experience and technical skills 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) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

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.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £32,110 - £35,270 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.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

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.

Hours of Work

Normal hours of work are between 9am – 5pm, 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 11th of each month.

Annual Leave

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

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 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.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

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

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.