Apprenticeship: HR Administrator

HUMAN RESOURCES

Closing date: 30 October 2018
Interviews: 22 November 2018
Start date: 2 January 2019
Directors Introduction

As a member of the Commercial Services team you will be a key contributor in supporting our section to provide essential income to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to Investors in people and this is demonstrated by providing an open door policy giving access to the Management Team from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

Human Resources

The Human Resources Department provides a full HR service to YCL. This includes recruitment, legal compliance, staff benefits, employee relations, performance management and employee entitlements.

We support a diverse range of commercially focussed departments which form YCL.

We aim to deliver a friendly, professional and efficient service ensuring all legislation and company policies are adhered to at all times.
**YCL**

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

YCL is continuously looking for new ways to support the University. In 2017/18 a new retail store and catering outlet will open for the use of students, staff, visitors and local residents.

There are a number of commercially focussed departments which make up Commercial Services, Catering and Bars, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services and support teams including Human Resources Central Administration and Marketing.

YCL was awarded IiP Silver in August 2014.

**Benefits Package**

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- On-site parking
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and tradesmen
- Salary sacrifice schemes including cycle to work, childcare vouchers and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates

**Attractive Place to Work**

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the larger campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.

**The University**

Founded on principles of excellence equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the centre for almost 16,000 students across 30 academic departments and research centres. In just 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

**The City of York**

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles—just a few of many attractions.

But York isn’t just a great place to visit—it’s also a great pace to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.
Main purpose of this role

During the fixed term period, you will participate in structured and supervised training to achieve a Level 3 Foundation Certificate in Human Resources Support.

You will provide full HR Administration support to YCL including administering the recruitment and selection process, staff rewards and benefits, contract variations, parental leave applications.

Key responsibilities and duties:

- Study to complete level 3 Foundation Certificate in Human Resources Support apprenticeship
- Attend all training required under the apprenticeship framework and company policies
- Complete a log of all training and activities in accordance with the course framework

Role holder will be required to undertake some or all of the duties over the course of their apprenticeship:

Recruitment and Selection

- Liaise with managers on recruitment timetables and providing general advice and guidance on the recruitment process.
- Create and maintain records on the e-recruitment system, including setting up new vacancies, updating applicant records, etc.
- Organise the placement of advertisements in the relevant media
- Prepare and send out interview invitations to shortlisted candidates.
- Send out offer of employment letters, terms and conditions of employment and preparing work permit applications where necessary.
- Carry out pre-employment checks including references, DBS checks and eligibility to work in the UK.

Employee Benefit and Reward Scheme Administration

- Process monthly data reports to and from the benefit provider.
- Carry out the administration processes for requests to join the company salary sacrifice scheme
- Deal with all queries from employees.

HR Administration

- Handle a wide variety of telephone and email enquiries.
- Produce ad-hoc letters
- Undertake a wide range of HR administrative tasks
- Use the computerised HR and Payroll System to create and maintain employee records and produce standard reports as and when required.
- Process general HR matters, including recruitment, maternity entitlements, annual leave and retirement.
- Administer weekly department sickness returns and forward to the Payroll department.
- Maintain and update filing systems and staff personal files.

Attendance for the Level 3 Foundation Certificate in Human Resources Support will form part of your working week and all course fees will be funded.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.
## PERSON SPECIFICATION

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<td><strong>QUALIFICATIONS</strong></td>
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<tr>
<td>- Successful completion of the training providers entry requirements and assessment</td>
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<td>- 5 GCSE’s grade C and above including Maths</td>
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<td><strong>KNOWLEDGE</strong></td>
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<td>- Knowledge of the HR function</td>
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<td><strong>SKILLS / ABILITIES / COMPETENCIES</strong></td>
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<td>- Demonstrable IT skills, including word processing, developing, up-dating/maintain spreadsheets and databases accurately</td>
<td>- Ability to set up spreadsheets</td>
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<td>- Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet tight deadlines</td>
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<td>- Effective organisational and prioritisation skills</td>
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<td>- Effective verbal communication and interpersonal skills to all levels.</td>
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<td>- Ability to work independently using own initiative taking ownership and responsibility</td>
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<td>- Ability to work as an effective team member</td>
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<td><strong>EXPERIENCE</strong></td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
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<td>- A strong interest in a career in HR</td>
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<td>- Sensitivity and resilience when dealing with a range of issues</td>
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<td>- A willing and flexible approach to new tasks and areas of work</td>
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How to Apply

Online

- Go to [https://jobs.york.ac.uk/ycl](https://jobs.york.ac.uk/ycl)
- Find the vacancy using reference 7076
- Complete the online application form

You will need to submit your application by midnight (GMT) 30 October 2018

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to be ready to show us how you meet the requirement of the job, either in a written statement and / or by answering questions.

The Company will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council [website](https://jobs.york.ac.uk/ycl)

Help and assistance

Direct queries to ycl-hradmin@york.ac.uk
01904 328413/01904 328424