HR Administrator (Apprentice)

Closing date: 31 May 2021
Interview date: 14 June 2021
Introduction

As a member of the Commercial Services team, you will be a key contributor in supporting our section to provide essential income and 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.

We wish you well with your application.

Mission and Values

At YCL our mission is to provide the highest standard of customer satisfaction, value for money and quality of product within a friendly and helpful environment.

Our values are:

Trust - We will place trust in you to do your job and do it well
Respect - We will respect you and expect you to respect your colleagues and customers
Unique - We are all unique and diverse and we embrace this
Enjoy - We strive to make work an enjoyable place, you should too!

Human Resources (HR)

The HR Section provides a high quality, cost effective service to YCL and the workforce of over 600 open and casual contracted employees. We work collaboratively and support senior managers and managers across the sections, developing and embedding effective people management. We deliver a high quality and professional HR service in line with the ethos and values of YCL.

The HR Team is a small team which provides support and guidance on a wide range of HR related topics including; recruitment, rewards and benefits, health and wellbeing, case work, contractual rights, staff development, organisational development and the full employee life cycle.
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.

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

YCL is continuously looking for new ways to support the University. In 2017/18 we opened a new retail store and catering outlet for the use of students, staff, visitors and the general public.

YCL was awarded Investors in People Silver in 2014.

Benefits Package

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

The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students. The University is one of the world's leading universities and a member of the prestigious Russell Group.

An 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, including bars, gyms and shops.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 they have invested in 20 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 growth on campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.
Salary: £13,891 per annum

Hours of work: 37

Training provider: SR Apprenticeships Limited

Contract type: Fixed term (18 months)

Reporting to: HR Advisor

Location: University of York, Heslington, York, YO10 5DD

Main purpose of this role

During the fixed term period, you will participate in structured and supervised training to achieve a Level 3 certificate in HR Support.

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

Key responsibilities and duties:

- Study to complete the Level 3 Apprenticeship in Human Resources Support.
- 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 provide 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 and terms and conditions of employment.
- Carry out pre-employment checks including references, DBS checks and eligibility to work in the UK.

- Prepare all new starter documents and send out to successful candidates ensuring that they are completed and returned before commencing employment.
- Update ResourceLink (payroll system) to reflect changes in employment and pay ensuring all updates are done within payroll deadlines.

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.
- Support the HR Advisor and HR Officer during employee relation meetings as and when required.
- Support the HR team on projects as and when required.

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.
# CANDIDATE SPECIFICATION

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<th>ESSENTIAL</th>
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<td><strong>QUALIFICATIONS</strong></td>
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<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 and English or equivalent.</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 and Excel. Competence in word processing, developing, up-dating/maintain spreadsheets and databases accurately</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>- Ability to maintain confidentiality</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
• Find the vacancy using the reference
• Complete the online application form

You will need to submit your application by midnight (GMT) of the closing date.

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 show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

YCL 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.

Applicants aged 18 and under will only be offered a maximum of 20 hours of work a week, and must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

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