



Vacancy: HR Administrator

NMITE is proud to be a new provider of higher education in Hereford. Teaching and engineering focussed, we are committed to authentic learning, developing skills and mindsets, a transformative educational experience, interdisciplinary approaches, innovative provision, and local, regional, national, and international impact. Supported by Government, industry, and the engineering profession, we aim to be a game-changer in every facet of our operations and educational programmes.

NMITE is looking to recruit an HR Administrator to support our HR Department. This role will act as the first point of contact for all HR related queries from employees and external partners. This role will be developmental in its nature, and we would be looking for someone that could grow with the role.

Job Role

The main administrative duties will include organising, developing and maintaining a manual and digital employee records system. To provide a professional, confidential service for the HR Dept to include production of statutory and statistical documentation. To provide accurate, timely and meaningful HR data analytics. You will be responsible for supporting the HR Director with recruitment, preparing for HR meetings, and being a point of contact for all employees. Responsibilities may include:

- Legal Compliance – ensure NMITE remains compliant within HR remit.
- Starters & Leavers – responsible for all starter and leaver documentation and ensure we remain compliant from an audit perspective.
- Responsible for coordinating the onboarding process for new starters to ensure they have a smooth transition to NMITE.
- Updating internal HR databases.
- Preparing HR documentation.
- Attendance Monitoring
- Specific Projects – Assist the HR Director with HR & Recruitment projects, liaising with internal departments, agencies and external authorities and organisations.
- HR Documentation – Maintain employee files. To prepare HR documentations as required for all employees.
- Administration – Weekly and monthly reporting.
- Answer employee HR related queries
- Assist payroll department by providing relevant employee information (e.g., leaves of absence, sick days)
- Identify training requirements for new starters and ensure refresher training is provided when necessary.
- Ensure HR policies are reviewed annually or where required and EIA's completed for each policy.
- Cover for reception when required.

Qualifications & Experience

Essential

- Background within HR Support
- Excellent Microsoft Office Skills



- Education – at least 3 A-Levels or equivalent experience

Desirable

- CIPD Qualified

Key Skills & Behaviours

- Confidentiality – when dealing with sensitive HR issues and the ability to balance HR needs of the Organisation and the employees.
- Communication & Influencing – Select appropriate communications methods based on the needs of the target audience.
- Team Working – being able to achieve and maintain working relationships with colleagues.
- Data Analysis – accurate with figures and inputting of information. Attention to detail, interprets complex information, spots trends, and disseminates into formats to aid effective management decision making.
- Strong employee knowledge
- Ability to build strong influential relationships.
- Confident in the use of Management IT and analysis

Cultural Alignment

- Equality focused.
- Inclusive
- Respectful
- Creative
- Honest
- Non-judgemental

Our offer

We offer competitive salaries and a competitive benefits package, including pension scheme, life assurance, 30 days holidays (plus Bank Holidays & closure days), ongoing training & development.

Location: Hereford

To apply

Please email a full CV and covering letter to vacancies@nmite.ac.uk. Your covering letter should outline how you meet the person specification.

Informal questions about the roles can be addressed to the HR Director, Samantha Lewis (Samantha.lewis@nmite.ac.uk)

NMITE is committed to promoting a diverse and inclusive community – a place where we can be ourselves and succeed on merit. Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently underrepresented in engineering education. Part time proposals and secondment arrangements may also be considered.

The closing date for completed applications is Friday 2nd April 2021.