



Job description

HR Administrator

March 2021

Company context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created groundbreaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

Our websites have details of how we are organised and our outstanding achievements so far:

www.intostudy.com

www.intofuture.com

www.intoglobal.com

www.into-giving.com

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Role context

The role will be part of the Global HR team, primarily focused on delivering excellent HR and payroll administration for the Brighton HQ and wider global business.

This role will assist the Global HR team in all aspects of HR Administration.

Reporting line

The role reports to the Senior HR Business Partner.

Key accountabilities and duties

Role and responsibilities

- Administering and maintaining HR systems and processes through all stages of the employment cycle including payroll set up and changes.
- Acting as a point of contact and providing advice on terms and conditions of employment.
- Gathering, processing, and presenting HR related data as requested.
- Providing admin support to HR projects and key HR initiatives.
- Maintaining an up to date and accurate Workday HR management information system and producing letters and contracts.
- Preparing monthly payroll returns and liaising with Finance and our payroll provider as necessary to ensure deadlines are met and employees are paid correctly.
- Managing on-boarding resourcing administration, right to work checks, people induction, HR files, DBS checks, pension scheme joiners and other confidential administration such as employment contracts.
- Following best practice HR policy and processes to maximise fairness, equal opportunity, objectivity and to support a high-performance culture.
- Assisting with projects to drive through positive business change across the business Working closely with wider HR team on process improvement and process automation systems.
- Working as a pro-active and effective team member with the wider HR team.
- Any other such duties, as may from time to time be required, as commensurate with the role and the needs of the business.

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The post is based in Brighton. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Please see the next page for person specification...

Person specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Appropriate DBS disclosure may be required prior to confirmation of appointment. 	
Education/Qualifications	<ul style="list-style-type: none"> Educated to A level standard or equivalent. Excellent command of written and spoken English. Excellent IT skills using Microsoft packages. 	<ul style="list-style-type: none"> CIPD qualified or other Human Resources qualification
Knowledge/skills	<ul style="list-style-type: none"> Excellent administrative skills with a strong eye for detail and a focussed approach. Strong customer service focus. Ability to understand own limitations and refer when necessary. Ability to be resilient, positive and flexible. Ability to build and manage good working relationships with people at all levels. Good team player. Approachable. Ability to use initiative and work independently when required. Ability to be discrete, confidential and sensitive in all issues. The ability to prioritise, meet deadlines and work under pressure. Ability to present a positive image of the company as the first point of contact for people inside and outside the company. Ability to implement and work with clear systems and processes. 	<ul style="list-style-type: none"> Experience of using Workday or other HRIS. Experience of administering payroll and producing appropriate and relevant management information. Experience and appreciation of change management. Demonstrable experience and knowledge of working effectively as an administrator in a busy HR office. Demonstrable experience and/or knowledge of all aspects of the resourcing cycle. A good understanding of HR practices and appreciation of basic employment law.