

JOB DESCRIPTION / PERSON SPECIFICATION	
Job Title	HR & Operations Advisor/Manager
Reports To	Director of Finance & Operations
Department	Finance & Operations
Location	Hybrid – Consortium House/Working from Home
Grade	T.B.D
Programmes	
JOB DESCRIPTION	

WBTC is a work-based Training Provider delivering Apprenticeship Programmes and Foundation Learning to young people between the ages of 16-25. In addition, WBTC also delivers a variety of other funded programmes and commercial courses.

The job holder is responsible for supporting the Finance & Operations Director in Human Resources, Facilities, Business Compliance, SHE (Safety, Health & Environment) and IT.

Key responsibilities of this role include, but are not limited to:

Supporting the Director of Finance & Operations in the following areas:

Human Resources

Provision of generalist HR support to WBTC staff, utilising third-party HR consultants as necessary, throughout the employee life cycle:

- **Recruitment & Selection** – ensuring that the right people are recruited into the role aligning with WBTC culture and values.
- **Compensation & Benefits**
 - Working with appropriate employee benefit providers to deliver the overall reward strategy.
 - Management of the Individual Company Pension Scheme.
- **Starters** - onboarding and probation processes
- **Training & Development**
 - Performance Management, Appraisals, PIP, Training needs assessment
- **Employee Relations** – grievances, disciplinaries etc.
- **Policies, Processes & Guides** – creating and updating in line with organisational and employment legislation changes
- **Exiting Employees** – leavers, redundancy process, exit interviews.

Maintaining Breathe HRIS System, updates, reports etc.

General HR administration processes to support the above activities.

Payroll

Supporting Finance & Operations Director in Payroll related activities including collection of payroll changes running monthly and annual submissions and reconciliation (through third party payroll bureau).

Facilities

Supporting the Finance & Operations Director in

- Managing WBTC properties
- The provision of high-quality, cost-effective maintenance, security and cleanliness of premises to ensure that learners, staff and visitors have a comfortable, clean, safe and well-maintained environment in which to work.

- Ensuring that the premises are fit for purpose and meet the requirements of health and safety legislation.
- Duty Manager Rota.

Administration

- Updating and control of company-wide policies including Coded Documents
- Managing Reception cover with administration staff, covering Reception on an ad-hoc basis
- Updating all areas of administration including excel spreadsheets
- Office Supplies

Compliance

Responsible for ensuring the company is compliant, safe and have the correct policies and practices in place

- Safety, Health & Environment management, maintaining Safety records and bringing in external consultants as necessary.
- Data Protection including GDPR

IT

- Act as conduit between BCoT IT and WBTC staff.
- Update user data, maintain folder structure security
- Data Security

Undertake additional duties as allocated by the Director of Finance & Operations.

COMPETENCIES

		Level
Core Competencies	<ul style="list-style-type: none"> • Organisation awareness • Judgment/Decision making • Managing Information • Initiative • Communication • Knowledge/Skills 	1 – Applying 2 – Supporting 1 – Applying 1 – Applying 1 – Applying 1 – Applying
Functional Competencies	<ul style="list-style-type: none"> • Planning/Organising • Drive/Self-motivation • Teamworking • Analysing and Problems Solving • Flexibility/Adaptability 	1 – Applying 1 – Applying 1 – Applying 1 – Applying 1 – Applying

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	<ul style="list-style-type: none"> • CIPD Qualification/Level 5 HR qualification or above 	<ul style="list-style-type: none"> • Member CIPD qualified or an equivalent professional body • Safety qualification
Relevant Experience	<ul style="list-style-type: none"> • Able to work on own initiative as well as part of a team. • Efficient and organised with experience of dealing with both detailed and routine tasks. • Identifying areas for improvement and ways to become more efficient • Facilities experience • Health & Safety Experience • Payroll Experience 	<ul style="list-style-type: none"> • Further Education background • Experience of working with a Charity or educational sector
Communication and Relationship Skills	<ul style="list-style-type: none"> • To have excellent communication skills, both verbal and in writing • Interpersonal skills. • To have experience in creating and maintaining effective working relationships. • Confidentiality 	<ul style="list-style-type: none"> • Positive and excellent people management skills.
Practical and Physical Skills	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office (intermediate level). • Ability to talk to people of differing expertise across all levels. • Excellent attention to detail. • Ability to work under pressure and to deadlines 	<ul style="list-style-type: none"> • Advanced Excel and MS Office skills
Decision Making and Problem Solving	<ul style="list-style-type: none"> • Be able to plan, organise and prioritise workload to ensure that tasks are completed to appropriate standards and deadlines. • Good IT skills • Good MS Office Skills – incl Word, Excel, PowerPoint, Outlook 	
Responsibility for Information	<ul style="list-style-type: none"> • Confidentiality • Sharing with others 	
Physical and Mental Effort	<ul style="list-style-type: none"> • Efficient and organised with experience of dealing with both detailed and routine tasks. • Ability to work under pressure. • Attention to detail • Self-motivated to maximise performance. 	
Personal Circumstances /Additional Requirements		

[Back to top](#)