

To: Applicants for the post of **HR Coordinator**

19 August 2021

Dear Applicant

Thank you for your request for an application pack and further details of the above post.

Before completing the application form, you should read the enclosed guidelines. Please do not include your name on any part of the form, other than where you are specifically requested to do so.

The closing date for this post is **06/09/2021 at 10 am**. Applications received after the closing date and CVs sent in isolation will not normally be considered. Please send your completed application to recruitment@middletemple.org.uk or via post to Human Resources Department, The Honourable Society of the Middle Temple, Ashley Building, Middle Temple Lane, London EC4Y 9BT.

Applications will not be acknowledged but, if you are invited to interview, you will be notified shortly after the closing date. Interviews for this post will take place on **21/09/2021**. We will not be able to provide feedback on applications from candidates who are not shortlisted.

The Middle Temple HR Team
recruitment@middletemple.org.uk



JOB DESCRIPTION

Job Title:	Human Resources Coordinator
Reporting to:	Human Resources Manager
Location:	The Honourable Society of the Middle Temple
Hours:	37.5 per week (9.00 – 17.30, Monday to Friday)
Salary:	£29,000 gross per annum

About Middle Temple

Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training) to practise as Barristers. The Inn holds numerous events and functions throughout the year and is also available for private hire. Middle Temple is also jointly responsible with Inner Temple for the Temple Church.

Job Summary

To support the HR function in delivering the Inn's strategic objectives through the provision of professional advice (e.g. on policy, process) and support services across the full range of the HR function (e.g. recruitment & selection, learning & development, pay & benefits employee relations & organisational development) as well as provide exemplary administrative support to the HR function.

Main Duties

1. Recruitment & Selection

- To maintain the recruitment schedule (e.g. setting dates for adverts, shortlisting, interviews etc).
- To ensure that all administration of the recruitment cycle is complete, accurate, delivered swiftly and to agreed deadlines e.g. assisting with Job Description design, placing recruitment adverts, coordinating all aspects of the shortlisting and selection processes (i.e. interviews, pre-interview exercises, booking rooms for interviews, right to work checks etc), preparing offer letters and contracts of employment and casual worker agreements.
- Ensuring standards are maintained in delivery of induction and that deadlines (e.g. probationary period) are observed and the appropriate paperwork submitted.

2. Learning & Development

- To assist in the development of the Organisational Learning Plan (e.g. setting dates for training, taking bookings, arranging venues).
- To ensure that all administration related to Learning & Development is complete, accurate, delivered swiftly and to agreed deadlines e.g. coordinating the annual appraisal process, assisting with sourcing training providers, evaluating and reporting on training received (e.g. its quality, cost-effectiveness and its application in the workplace).

3. Pay, Benefits & Reward

- To assist in the annual pay review process and any individual developments occurring during the year.
- To ensure that all administration related to Job Evaluation, Pay, Benefits & Reward is complete, accurate, delivered swiftly and to deadlines i.e. Payroll cut off dates.

4. Employment Relations

- To ensure that any administration related to any individual / collective employment relations matters (e.g. arranging meetings, note-taking, producing minutes) are complete, accurate, delivered swiftly and to set deadlines.

5. Other

- To act as primary (responsive & effective) point of contact for (internal & external) enquiries to the HR function.
- To ensure the function's HR Management System (ADP) and shared folders are maintained to a high standard i.e. up-to-date, complete, accurate, compliant with GDPR etc.
- To maintain the HR pages of the Inn-tranet, ensuring content is up-to-date, informative and engaging.
- Support the work of the HR function in delivering on its projects and organisational objectives e.g. welfare, benefits, any departmental restructures.
- Provide accurate data and basic analysis for key performance (and other) indicators.
- Develop and maintain excellent relationships with all our suppliers (e.g. by processing purchase orders and invoices both swiftly and accurately) whilst ensuring quality and cost-effectiveness of supplier service delivery.
- Coordinate staff consultation processes (e.g. staff surveys) and provide administrative support for consultation and other meetings.
- To seek additional experiential opportunities to continuously grow in the role to the benefit of the organisation and to develop as an HR professional.
- To undertake other such duties as the line manager or director may reasonably require.

PERSON SPECIFICATION

Qualifications

1. CIPD Member – ideally Level 5 or above.

Knowledge, Skills & Experience

2. Experience of providing HR support services, in a similar (i.e. not for profit) working environment & an understanding of the work of the Middle Temple.
3. IT literate with experience of using databases (e.g. ADP), Microsoft Office (Word, Outlook, Excel) and other computerised systems.
4. Ability & willingness to be highly effective in fulfilling all areas outlined in the Job Description.
5. Experience of managing own workload without supervision; able to multi-task, effectively plan work, prioritise, meet deadlines and to seek advice/support when necessary.

Personal Qualities

7. Excellent communications and interpersonal skills with the ability to communicate effectively (verbally and in writing) at all levels.
8. Ability to build strong working relationships and effectively persuade and advise.
9. Ability to work on own initiative within the parameters of the role e.g. identifying ways that services within area of work can be improved.
10. Ability to contribute positively to the work of the team and work supportively, co-operatively and collaboratively with all colleagues.
11. Ability and willingness to learn and develop through new experiences.
12. Ability to be flexible and attend work (e.g. meetings, events) outside the normal working week as may be required from time to time.

GUIDANCE TO HELP YOU COMPLETE YOUR APPLICATION

Please read this guidance carefully before completing your application.

GENERAL

- Please do not include your name on any part of the form, other than where you are specifically requested to do so (i.e. Section F and the Equal Opportunities Monitoring Form).
- Either type directly onto this form or print out and complete the form in black ink. This is because the application will be photocopied during our own administrative process.
- If you have a disability and need assistance completing the application form, please contact the HR Department.
- It is the Middle Temple's policy not to accept CVs sent in isolation or to follow any links placed within an application.
- Applications received after the closing time/date will not normally be considered. We do not normally acknowledge receipt unless requested. The Middle Temple cannot be held responsible for applications that miss the deadline for reasons that are beyond its control.

YOUR APPLICATION

- A. Use this section to provide details of your current role and previous roles. If you have no previous employment, write 'none'.
- B. Use this section to provide details of other experience that may be relevant to the post e.g. voluntary work, community work.
- C. Use this section to provide details of education and or training you have acquired, and which would help you in the post, starting with the most recent first. You should also provide details of any relevant professional qualifications or memberships you may hold or learning you are currently undertaking. Please note that you may be required to provide evidence of qualifications you cite in support of your application.
- D. Candidates are advised to read the Job Description and Person Specification because this Section will be considered against the Person Specification as part of the shortlisting process. Selection for interview is based solely on the information that you provide in your application form, and because Section D requires you to clearly set out and evidence how your knowledge, skills and experience make you suitable for the post, it is extremely important in deciding whether you will be invited to interview. To translate your knowledge, skills and experience into written evidence to support your application, you should address each part of the Person Specification:
- In order
 - Using the criteria in the Person Specification as headings
 - Writing clear supporting statements that clearly demonstrate how far you meet each one (e.g. by using examples) and
 - Not using more than 3 sides of A4, Arial font size 10.

The examples you choose can be from previous jobs, volunteering, training etc. The most important thing is that they show the shortlisting panel how far you meet each role requirement either directly or by something similar (e.g. transferable skills). It will not be sufficient to simply tell the panel e.g. 'I have experience of...', 'I am committed to...' or 'I am able to...' etc.

Only the information provided in this written application will be considered during the shortlisting process, except where a disability is indicated.

- E. If you are conditionally offered a position with the Middle Temple, we will approach your referees as part of the pre-employment checks. Please use this section to provide the names and contact details for your two referees. The first should be your current or most recent employer and the second should be the employer immediately prior to that. If you have not worked you may wish to give the names of teachers, lecturers or other professionals who are able to comment. Your referees should be able to verify and substantiate the evidence provided in your application. The Middle Temple does not accept references from friends or relatives. We will only contact referees

once a conditional offer of employment has been accepted. All positions are offered on the condition that the Middle Temple receives references that are satisfactory to the organisation.

F. Candidates are identified by number only. Section F and the Equal Opportunities Monitoring Form are detached before the application is considered during the shortlisting process. Personal information is maintained for administrative and statistical purposes. If completing electronically and there is a , double-click & select, 'Checked' () to indicate your response.

- To comply with the law under Section 8 of the Asylum and Immigration Act 1996, the Middle Temple requires evidence of your eligibility to work in the UK. If you are selected for interview, you will be required to provide evidence (e.g. your passport, birth certificate, work permit etc.). The Middle Temple will make a copy of the original documents and retain in line with Section G, Data Protection.
- You are required to give details of 'unspent' convictions and pending convictions. A 'spent' conviction is when you have been convicted of an offence but not convicted again within a specified time. A conviction becomes spent after a certain length of time, which varies according to the sentence and your age at the time of the conviction. The Middle Temple will not discriminate against ex-offenders. If you have previous convictions this will not automatically prevent you from getting the job. We consider how previous convictions could affect the job you are applying for.

Some types of employment are exempt from the ROA and applicants are required to disclose all of their convictions, spent and unspent. The employer must state on the application form that the job applied for has exempted status under the Exemptions Order 1975. Below you will find some guidance that will assist you in deciding whether your conviction(s) are spent or unspent (current). This guidance is not exhaustive. If you are unsure whether a sentence etc. is spent or unspent you should contact your local probation officer, the Citizens Advice Bureau or your Solicitor.

England & Wales - Rehabilitation Periods:

Sentence	End of rehabilitation period for adult offenders	End of Rehabilitation Period for offenders under 18 at the date of conviction. Months from completion of the sentence
Custodial sentence of 30+ months, but > 48 months	7 years from completion of sentence	42 months from completion of sentence
Custodial sentence 6+ months, but > 30 months	48 months from completion of sentence	24 months from completion of sentence
Custodial sentence of 6 months or less	24 months from completion of sentence	18 months from completion of sentence
Removal from Her Majesty's service	12 months from date of conviction	6 months from date of conviction
A sentence of service detention	12 months from completion of sentence	6 months from completion of sentence
A fine	12 months from date of conviction	6 months from date of conviction
A compensation order	The date on which the payment is made in full	The date on which the payment is made in full

Sentences of more than 48 months can never become spent and have to be declared.

Scotland - Examples of sentences and corresponding Rehabilitation Periods:

Sentence	Rehabilitation Period	
	People aged 18+ at time of sentence	People aged >18 at time of sentence
Prison sentence of 6 months or less	7 years	3 ½ years
Prison sentence of more than 6 months up to 2 ½ years	10 years	5 years
Probation	5 years	2 ½ years
Fine, Community Service, Supervised Attendance Order	5 years	2 ½ years
Absolute Discharge, Admonishment	6 months	6 months

Sentences of more than 2 ½ years can never become spent and must be declared. If you have been sentenced in front of a jury for an offence which has been committed during a previous rehabilitation period, you may find that the second conviction makes the first rehabilitation period longer.

If you have a disability as defined by the Equality Act 2010 and you demonstrate to the shortlisting panel that you meet all the essential requirements of the person specification, you will be invited for an interview.

Applicants for vacancies that show a flexible working preference such as job share shall receive no less favourable selection consideration.

G. If you are successful, the application form and supporting documents etc. will be retained on file, securely and confidentially. If you are unsuccessful, the application form and supporting documents will be stored securely and confidentially for 12 months after which time, they will be destroyed.

If you give false or misleading information on your application form, it will be rejected. If you gain employment with the Middle Temple by making such statements, you will be liable to action which could result in your dismissal.

EQUAL OPPORTUNITIES MONITORING FORM

The Middle Temple is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and to not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

To assess the success of this policy is, we monitor all prospective and existing employees on the protected characteristics mentioned above. We would therefore be grateful if you would complete the questions on this form. The Middle Temple manage this information in line with Section G, Data Protection.

POTENTIAL CONFLICTS OF INTEREST

A conflict of interest may arise where an employee may be seen to derive personal benefit from the actions or decisions made in their official capacity or where the concerns or aims of the employee appear incompatible with those of the Middle Temple. You are asked to declare any potential conflict of interest so that these can be managed effectively and do not compromise the Middle Temple's position.

SUMMARY OF TERMS & CONDITIONS

- 24 days annual leave (29 days for Executive Management positions) plus bank holidays pro rata for part-time people and those starting during the holiday year (01 Jan – 31 Dec).
- Christmas Closure (typically from 21st December – 4th January).
- Training & developmental support (including access to 700+ eLearning modules).
- Life Assurance (automatic enrollment to death in service benefit).
- A unique, historic work environment, Employee Assistance Programme (online resources and access to confidential counselling services) & Eye care vouchers for VDU users – available from start date.
- Season Ticket Loan, Private Medical cover (Vitality Health) – available post probation

The benefits etc listed maybe subject to change.

COMPLETED FORMS

Please send your completed application to recruitment@middletemple.org.uk or via post to **Human Resources Department, The Honourable Society of the Middle Temple, Ashley Building, Middle Temple Lane, London EC4Y 9BT**. We very much look forward to receiving your completed application in due course.



ABOUT US

Throughout our history, the Inn has been a place without barriers, where anyone can pursue a career in law, where benchers assist new students with teaching, mentoring and coaching and where students can have a voice and be heard.

We like to think of all employees of the Inn, as part of our family, a good place to work where everyone can feel valued and supported and these values are reflected in our Values (Middle Temple Mantras) and in our Vision & Mission below.

Vision

Middle Temple, as one of the four Inns of Court, exists to promote and support the rule of law throughout the Common Law World, and the fair and effective administration of justice which the rule of law requires. The rule of law is an essential cornerstone of a modern democratic society, and a strong, independent and ethical Bar is an essential component of it.

Mission

Middle Temple supports the Bar by supporting its members throughout their professional careers. It does this by promoting excellence in advocacy and the highest standards of professional ethic through the education and training it provides, and the collegiate ethos it instils in its members.

The activities that take place to help the Inn achieve its vision and mission can be thought of both inwards and outwards. The Vision statement is looking outwards beyond the Inn, on the importance of the rule of law, and on the importance of a strong legal profession to underpin this. Whilst the Mission statement is looking inwards with a focus on the Inn, its members and employees and the role they play in supporting the overall purpose of the Inn.

All employees of the Inn have a part to play in helping achieve our vision and mission through activities which either directly deliver support to the members or activities which do not directly involve the members but enable the Inn to provide services and support and preserve the heritage and legacy of the Inn.

Core activities include Educational, Training, Professional & Advisory, Information & Research and Social Support. All these activities involve direct interaction with the Inn's members and help the Inn achieve its mission of supporting our members throughout their professional careers.

Enabling activities provide the financial and operational resources and support to make sure the Inn can carry out its core activities in support of the membership. These are activities such as Estates, Corporate Services, Information Technology, People/HR, Commercial and Development and Fundraising. Further detailed information about us and our work is available at

www.middletemple.org.uk

Values

Middle Temple
Mantras

Respect
for others
Middle Temple

Champion the Mission

Prioritise work that advances the Middle Temple Strategic Plan and positively impacts the workforce. Actively participate in Middle Temple activities.

Respect company policy & rules

Be proactive to ensure you are aware of Middle Temple policies and rules and adhere to these every day.

Collaboration
& Teamwork

Selflessness & Collaboration

You seek what is best for Middle Temple rather than for yourself or your team. You are open-minded in search of best ideas. You make time to help colleagues.

Be Open & Honest

In our communication we share information, insight & advice frequently and constructively. Be honest, open, ethical & fair.

Show Respect to Others

We respect people for who they are and for their knowledge, skills & experience as individuals and team members.

We Are One Team

Our colleagues make the difference. Its when we share our skills, knowledge & experience we become one team. Diversity makes us strong.

Accountability
for actions, responsibilities & quality of work

Accountability

Be responsible for the duties covered by your job role, be present in the workplace and work to fulfil or further the goals of your team and Middle Temple. Take responsibility for your personal actions and mistakes.

Delivering quality

Take pride in your work and always strive to deliver the best quality. Pay attention to detail and take care over the work you deliver.

Be Positive

Be curious, ask for help, and demonstrate an ability to grow. Own and learn from mistakes. Bring positivity to work.

Lead By Example

At all levels we act in a way that demonstrates what we expect of each other.