



# WCMC

**HR Administrator - 12 Month Fixed Term  
Contract - Maternity Cover  
Application Pack**



## ABOUT WCMC

WCMC (World Conservation Monitoring Centre) is a global centre of excellence on biodiversity and nature's contribution to society and the economy.

We work at the interface of science, policy, and practice to tackle the global crisis facing nature and support the transition to a sustainable future for people and the planet.

Our cutting-edge science, data and insights inform policy and business decisions worldwide.

Achieving the vision of a world living in harmony with nature by 2050 will require transformative and systemic change across all sectors. We bring together and support governments, businesses, research bodies, and more to put nature at the heart of decision-making.

**"We are entering a make or break decade for nature with WCMC set to play a pivotal role in ensuring humanity finally begins to reverse the catastrophic loss of biodiversity globally."**

Jonny Hughes, CEO of WCMC



# Thank you for your interest in the role of HR Administrator (Maternity Cover - Fixed Term) within the People Team at UNEP- WCMC

We are looking for a competent, personable and proactive HR Administrator to support our People Team on a maternity cover basis. Your main administrative duties will include maintaining personnel records, managing HR documents (e.g. employment records and on boarding guides), updating internal databases and assisting with recruitment and training activities. Our ideal candidate will have previous experience within a HR environment, the ability to multi-task and be a team player.

This role will provide you the chance to demonstrate your organisational skills and 'can do' attitude to recruit, train and support our staff who are leading experts within the sector. You will work closely with internal and external stakeholders to coordinate effective recruitment approaches, support the administration of our internship programme, and assist with the organisation of training and development. Using our online HR system, you will manage system changes throughout the month on a timely basis.

Our People Team provides support to just over 200 staff and is committed to delivering our People Strategy, which aims to ensure the Centre is an exemplary employer with a supportive culture and highly motivated and engaged staff. This vacancy is an excellent opportunity to demonstrate your skills within an exciting organisation, contributing to a global environmental focus.

This is a great role for someone looking to develop their HR skills within a friendly and results orientated team. You will be committed to the function of HR and will gain job satisfaction from implementing and supporting continuous improvement in the services delivered. A skilled people person, you will be excellent at developing lasting rapport with colleagues and will instil confidence with your confidential approach.

In addition to development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

# ABOUT THE TEAM

The People Team are a friendly team of HR professionals with a wide range of skills and experience, who look after all things people related in the organisation.

Our culture, both in the team, and across the organisation, is to be friendly, supportive and transparent.

We have a solution based approach and always try to help. Everyone who works here says that the people who work within the organisation are amazing and talented.

In the last 5 years our employee numbers have increased from 103 to 203, and we are still growing. We are a very busy team and we are also about to implement a new HR system which will be designed to help with efficiencies.



# ABOUT THE ROLE

## Job Description

The successful candidate will provide administrative and organisational support to the People Team and the Centre, particularly in respect of day to day HR administration, benefits, recruitment and training & development.

## Key Areas of Responsibility

The key areas of responsibility are to:

- 1) Maintain accurate HR and payroll records to meet internal and legal requirements.
  - Maintain personnel files and ADP (WCMC's HR System), ensuring that system records are accurately and promptly recorded in accordance with legal requirement and WCMC's policies and procedures.
  - Record new starters and remove leavers from the project management system.
  - Produce contractual documentation and HR information packs as required, including voluntary placements.
  - Ensure all information is recorded on a timely basis into ADP, the HR and payroll system.
- 2) Administer and organise the recruitment and induction process.
  - Provide assistance and support to recruiting Line Managers to ensure that the required documentation is completed for each vacancy.
  - Check adverts and application documentation and place in appropriate media.
  - Process and acknowledge employment applications.
  - Liaise with candidates and recruiting line managers to organise interviews and prepare interview packs.
  - Promptly respond to all unsuccessful candidates.
  - Organise the induction programme.
  - Schedule probation review dates.
- 3) Administer and organise leaving arrangements
  - Arrange Exit Interview dates.
- 4) Ensure the benefits functions are administered in a timely and accurate way.
  - Produce monthly and annual benefits administration data including renewal information and reward statements.
  - Promptly identify any benefits administration amendments.
  - Develop and maintain good relations with internal colleagues and external benefits suppliers.

# ABOUT THE ROLE

5) Provide support to the development of a training function.

- Collate annual Performance Development Review returns and compile training and development requests.

6) Provide support to the People team as required.

- Liaise with Health & Safety, IT and others to confirm starters and leavers to WCMC.
- Ensure that all references and proof of UK employment eligibility requests are completed promptly.
- Create purchase orders and ensure that invoices are processed in a timely manner.
- Undertake project work as requested.
- Attend and support meetings as requested.
- Archive information in line with GDPR, organisational requirements and timeframes as required.
- Be aware of employment legislation and developments.
- Respond to HR advice requests with support, in line with the Company's policies and procedures.

7) Provide administration support to the People Team as required during the implementation of our new HR system Natural HR.

The successful post holder may be asked to undertake other reasonable HR activities commensurate with the level of the post.

# Person Specification

## Qualifications/Education

### Essential:

- 2 A Levels or equivalent.
- GCSE' in English and Maths at C grade or equivalent minimum.

### Desirable:

- Certificate in Personnel Practice.

## Experience

### Essential:

- Previous experience of providing administrative HR support.
- Previous experience of using HR systems.
- Understanding of HR activities, including an understanding of reporting and record keeping requirements.
- Experience of managing conflicting priorities, while maintaining accuracy and achieving required outcomes.

### Desirable:

- Previous payroll administration experience.
- Previous experience of Natural HR.
- Experience of working within Universities and Higher education, Charity/Not for Profit, NGOs or Scientific Organisations.
- Familiarity with current and forthcoming UK employment legislation.
- Experience of recruitment, training, payroll and benefits administration and the ability to accurately verify information quickly.

## Skills

- Ability to take initiative to make improvements.
- Accurate and attentive to detail.
- Excellent organisational skills.
- Demonstrated communication and interpersonal skills.
- Strong understanding of Word and Excel packages.
- Capable of developing an excellent knowledge of the Company's policies and procedures.
- Commitment to meeting deadlines and the ability to respond positively to these even at short notice.

## Type of Person Required

This is an integral post to the People team and will work closely with the HR Officer.

The post holder should be highly approachable and professional with a 'can-do' attitude who will treat information confidentiality. Willing to turn their hand to what is needed, this post could suit an individual with drive and enthusiasm for continuous improvement in HR.

It is essential that the post holder establishes excellent rapport with staff and colleagues and that they instil confidence amongst colleagues at their confidential approach.

The post holder will be expected to interact in a professional manner with clients and partners.

# OUR OFFER

**Job Title:** HR Administrator (Fixed Term - Maternity Cover)

**Team:** People Team

**Reporting to:** HR Officer

**Job Reference:** AD1372

**Start date:** January 2023 - to be agreed with the successful candidate

**Salary:** Up to £24,000 - £30,000 per annum depending on skills and experience

**Contract:** Full time 37 hours per week, Fixed Term Contract for 12 months

**Location:** The post holder will be expected to reside in the UK. We have a flexible hybrid working policy in place, for further details, please email [recruitment@unep-wcmc.org](mailto:recruitment@unep-wcmc.org).

**This role is not suitable for sponsorship. We can only accept applications from those eligible to work in the UK.**

*This is not a United Nations Post. This position is with the charity WCMC, working in collaboration with UNEP.*

As a minimum we aim to match market rates for the conservation charity sector in Cambridge and invest a lot of effort to benchmark our salaries, ensuring that people are rewarded fairly for their role. To add to this, we offer some great benefits - here are the highlights:

- 12% non-contributory pension after 1-year service (8% after three months).
- Annual cost of living increase and regular salary reviews.
- Good opportunities for progression and promotion around a fifth of staff gaining promotion annually.
- Flexible hybrid working policy which allows multiple combinations of home, office and remote working, including working from anywhere in the world for up to six weeks.
- Life assurance against death in service (4X annual salary).
- Company sick pay which increases with term of service.
- Generous annual holiday allowance of 25 days FTE, increasing by one additional day each full calendar year worked up to 30 days.
- Scheme to buy or sell annual leave where staff can choose to 'buy' annual leave days or 'sell' unused leave.
- Generous maternity leave, shared parental leave and adoption leave policies that cover 18 weeks at 90% pay after a qualifying service period. Also four weeks paid paternity leave and one week paid grandparents leave.
- Unpaid sabbatical scheme which applies after at least 12 months continuous service with the Centre.
- Free parking at the Huntingdon Road office.
- Eye test costs covered and a contribution of £50 towards prescription glasses if your optician agrees that you need them for VDU use.
- Excellent training and development opportunities, designed for every career stage, with five days minimum training annually for every employee. This can be used flexibly for training courses, attending conferences, webinars or workshops, coaching and mentoring, shadowing or practicing skills or reading.
- Cycle to work Scheme which helps spread the cost of purchasing a new bike.
- Fantastic shared social space and kitchen facilities with free tea and fresh coffee.
- Employee assistance programme and bereavement line to offer help and advice to staff and their families on matters related to wellbeing, finances, relationships, family and more. This includes a number of free counselling sessions if they are needed.
- Brilliant Social committee which organises regular fun events and social gatherings.
- Caring Staff Liaison Committee that listens and makes recommendations on continuously improving the working experience for staff.
- Focus on environmental sustainability kept in check by our Environment Committee.
- Free annual flu vaccine.
- Interest free study loans (subject to conditions).
- A diverse and inclusive workplace with over 40 nationalities represented across our organisation.
- A diverse and inclusive workplace with over 40 nationalities represented across our organisation.

## Training

Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

We have a comprehensive induction programme that spans the first 6 months including what's critical in the first week, first month, and then monthly afterwards.

- We encourage everyone to use 5 days for their own personal development each year
- Standard training courses which include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- We also design our training and performance development reviews, and organise bespoke training courses that meet the skill gaps in the organisation and fulfil the training needs of the people within it.
- Peer-to-Peer learning from our community of experts, taking advantage of the breadth and depth of knowledge and experience across the organisation.
- Internal and external invited speakers, workshops and talks that anyone can join or initiate.

## UNEP-WCMC strategy

UNEP-WCMC delivers its strategy through four independent impact areas which are complemented by three cross cutting innovation areas.





## The people

We have around 200 amazing people who make up our organisation. We are a really friendly bunch of professionals and do not think a single person has ever left the organisation without saying that it is the people that make the organisation fantastic and how much they will miss them when they leave. We truly do have world class scientists and professionals!



## The culture

Our culture is very supportive. There are lots of ups and downs in life, and we want to support our people through the difficult patches, so they can flourish again. We have a free employee assistance line that is available to all employees and their families and offers 6 remote counselling sessions and other advice services.

We have redesigned our kitchen and library to make a fantastic social space where you can have a quiet chat or a loud lunch with your colleagues! We have lots of outdoor space including a wildlife pond, which is a popular area for outdoor meetings and relaxation. We also have tea every Wednesday afternoon, with locally homemade cakes and catch up with everyone and everything that is going on in the Centre.

We are affiliated with Cambridge University, and have rooms in the David Attenborough Building that we can use when we wish. UNEP-WCMC is also a member of the Cambridge Conservation Initiative and we often collaborate with our CCI colleagues in our work.

WCMC attaches great importance to addressing safeguarding and ethical considerations in all activities carried out by its staff, including where partner organisations or individuals are part of the delivery of our work. This includes children and vulnerable adults in the community who may be vulnerable to abuse. WCMC acts with integrity, is transparent and expects applicants to share the same values.



## Diversity

We really take our diversity seriously, as we operate globally and need to have the people perspectives within the organisation, to fully understand our clients and partners that we work with. Our aim following the introduction of the points based immigration system was to increase our diversity not only in our range of nationalities, but in all protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex).

We have a sponsorship licence and always take the best candidate for the role from a whole range of applicants and offer sponsorship to those that require it. We have people that have worked for us for more than 30 years, and our fantastic internships often attract the best and brightest graduates.

# HOW TO APPLY

**If you are looking for a rewarding and motivating post, we want to hear from you.**

Please complete our [application form](#) and send it together with your [2 page CV](#) and a [short covering letter](#) through this [link](#).

We screen candidates based on skills and experience and not their personal details. **Please do not include a photograph on your CV, and note that any applications which include a photograph may be automatically rejected.**

**Closing date:** 2nd November 2022 (*please note that we reserve the right to close this vacancy if a suitable candidate is found ahead of the closing date, so please don't delay your application*).



# WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



@unepwcmc



@unepwcmc



UNEP-WCMC

[www.unep-wcmc.org](http://www.unep-wcmc.org)