

Job Description – HR Administrator

JOB TITLE: HR Administrator			
Date Updated:	14/03/2022	Version:	1.1
Reports to:	HR and H&S Manager		
Work Location:	Plymouth and Home		

Responsibilities

- For maintaining the HR records and systems of the company
- For supporting staff within HR procedure and process
- For being a first point of contact to HR via email or telephone, responding appropriately and answering queries (both internal and external) in a professional and timely way
- Processing administrative requirements for the HR department across all aspects of the role

Main Duties

- Monitoring and maintaining HR inbox
- Triaging queries via email to HR department, responding as appropriate
- Monitoring and maintaining Recruitment inbox
- Administration of vacancy advertising – internal and external
- Processing of applications for vacancies and expressions of interest
- Support administration for shortlisting of candidates and arrangement of interviews
- Producing recruitment correspondence
- Maintaining vetting processes (references, form collation, ID checks and DBS checks ensuring completion in a timely way)
- Supporting social media output regarding vacancies, HR initiatives and the People Strategy program
- HR system maintenance – input, updates, changes
- Compiling list of changes that impact payroll to send to payroll on a time sensitive monthly basis
- Ensuring accurate filing and recording of information – electronic and hard copy
- Processing reference requests as appropriate
- Induction, Probation, Review and Performance recording, document processing and filing
- Monitoring of absence processes - return to work meetings, absence management meetings, risk assessments
- Letters and contracts for contractual changes, new starters and leavers
- Producing and maintaining training agreements
- Analysis of induction and exit questionnaires
- Supporting Employee Voice and co-ordination of other employee feedback
- Supporting input and content to the employee Wellbeing Program
- Processing of Occupational Health referrals
- Meeting document retention and data clearance obligations
- Support the processing of subject access requests
- Process DBS checks and renewals to maintain currency date integrity
- Produce reporting for analysis statistics and reports within scheduled timeframes
- Ensure monthly reports are running and processing in timely manner
- Administer the ID Card process
- To provide general administration support as requested
- To administer Maternity (and other statutory) leave in liaison with payroll
- To ensure all HR correspondence is filed within designated timeframes
- To ensure all confidential HR information is processed securely and meets all GDPR requirements

- To negotiate and review with your line manager personal objectives, outcomes and training needs within the staff performance, appraisal and development scheme and take responsibility for own personal professional development
- To ensure that all company policies and procedures including health and safety are adhered to at all times
- To embrace and optimise the use of ICT within the role
- To be aware of the principles and to work within the requirements of the data security and GDPR legislation

Person Specification

	1. <u>ESSENTIAL</u>	2. <u>DESIRABLE</u>
QUALIFICATIONS & TRAINING	Experience of administration of secure and confidential personal data NVQ2 or equivalent qualification level (4-5 GCSES A-C)	Experience of working within HR support CIPD Level 3 Foundation Certificate/ NVQ 3 or equivalent level qualification relating to Administration/HR
	Commitment to ongoing training and personal professional development	Willingness to undertake HR specific qualification
EXPERIENCE AND JOB KNOWLEDGE	Experience of working as part of a busy team and demonstrative ability of managing your own work load	Experience of working with other agencies
	Experience in the use of ICT systems including Microsoft Word, Excel, Teams and Zoom	Experience in the use of databases Experience in use of PowerPoint
	Experience of providing administrative support to a team	Experience of providing HR administration
	Experience in the inputting and maintenance of databases	Experience of working with secure and confidential data processing
	Experience of producing correspondence	Experience of report processing
JOB RELATED SKILLS / ABILITIES	Good communication skills with the ability to engage with a wide range of people from a wide range of backgrounds	Experienced in supporting via email, MS Teams and telephone
	Ability to deal with HR related queries	Empathetic, compassionate, calm and considerate nature
	Ability to organise and co-ordinate recruitment processes	
	Being organised and ability to prioritise	Experience of working to timeframes and with a busy workload
	Ability to use your own initiative	
JOB CIRCUMSTANCES	Ability to cope with the duties and responsibilities of the post and the associated working environment	Experience of working within people related support services
	Flexibility	
	Ability to travel to carry out this job	

