

JOB DESCRIPTION

Job Title:	HR Admin Officer
Department:	The People Team
Hours of Work:	Full time, 37.5 hours per week
Salary:	£24,150 per annum
Location:	Little Havens, Benfleet or agile working from home
Responsible to:	HR Manager
Responsible for:	No line management responsibility
Key Relationships:	Staff Line managers Payroll Select HR for development and maintenance of HR System Occupational Health DBS provider Job board providers Candidates/Members of the Public
Job Purpose:	To provide accurate and timely administrative support to the HR team across the full range of HR work, including the recruitment and onboarding process, pay and employee contractual related processes.

Principal Responsibilities:

1. First point of day-to-day contact for HR and recruitment queries and support to staff and line managers.
2. Managing as necessary the relevant HR shared channels and email inboxes including responding to queries and escalating matters as needed to HR Adviser(s) or the HR Manager.
3. Undertaking the administrative support process for recruitment including placing adverts, organising shortlisting and interviews, onboarding documentation and pre-employment checking.
4. Administering the on-line Disclosure and Barring Service (DBS) and health clearance checks as required.

5. Liaising with the payroll Officer to ensure all changes of terms and conditions, one-off payments, new starters and leavers are processed before the payroll cut-off date(s).
6. Managing the leaver administration process including producing acceptance of resignation letters, finalising annual leave balances, coordinating exit interviews and closing the HR system record.
7. Providing support with administering maternity, paternity and adoption leave, flexible working requests, contractual changes and secondments, producing relevant correspondence and maintaining the HR system.
8. Assisting the HR Service with note taking, meeting attendance or other HR issues as require
9. Ensuring employees accurately record absences in the HR system and the relevant absence management documentation is issued and returned.
10. Taking an active involvement in the development of our HR processes including templates, procedures, communications and therefore contribute to the development and continual improvement of our HR Service.
11. Identifying and escalating efficiencies to the HR Manager and taking ownership of the implementation of solutions where appropriate
12. Be a super-user for the HR system ensuring a high level of dexterity, accuracy and attention to detail at all times to support staff in its use and query management.
13. Provide operational support for colleagues in both the team and the wider service as required.
14. Ensure compliance with relevant health and safety and other organisational policies and procedures.
15. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
16. Such other duties temporarily or on a continued basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

May 2022

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<p>EDUCATION AND QUALIFICATIONS</p> <ul style="list-style-type: none"> • First degree or part qualified in a relevant HR professional qualification at degree level; Or • Demonstrable appropriate level of experience and evidence of continuing professional development relevant to the role. 	<ul style="list-style-type: none"> • CIPD Associate
<p>KNOWLEDGE AND EXPERIENCE</p> <ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • Experience of working in the NHS or with clinical staff • Experience of working in the Charity sector • Experience of working with volunteers
<p>KEY SKILLS</p> <ul style="list-style-type: none"> • Understanding of personal information, GDPR and employer requirements in accordance with data protection. • Good communication skills: oral, written and to varying audiences. • Able to work within deadlines. • Able to work on own initiative and autonomously as needed. • Knowledge of Microsoft Office, and able to use HR databases/systems. 	<ul style="list-style-type: none"> • Advanced Microsoft package skills • Previous use of Select HR system
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Self-motivated • Flexible and adaptable in approach • Able to work as part of a team • Able to plan and organise own workload • Strong communicator • Attention to detail 	<ul style="list-style-type: none"> • Driven by a charitable mission
<p>OTHER</p>	

<ul style="list-style-type: none">• Committed to safeguarding and promoting the welfare of children, young people and adults at risk.• Committed to Health and safety• Committed to equal opportunities and inclusion• Committed to continued professional development• Compliance to Data Protection Act 2018 and GDPR principles/requirements	
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