

**Role:**  HR Administrator

**Reports to:** HRIS & Reward Manager

**Reports:** None

**Budgetary Accountability:** Nil

**Budgetary Influence:** Nil

**Job Purpose**

To operate an effective, professional and efficient administration service to the HR Department.

**Accountabilities**

* To ensure all contractual changes are implemented in line with organisational deadlines, ensuring accuracy.
* To process details for new starters and leavers in a timely and accurate manner.
* To enable managers to submit timely and accurate information relating to the above by ensuring all paperwork is fir for purpose and readily available via a range of mediums.
* Processing of Maternity and Paternity applications in a timely manner according to the Trust’s Maternity/Paternity Leave Policy.
* Assessing and Processing Flexible Working Applications according to the Trust’s Flexible Working Policy.
* To be a professional, helpful and polite first point of contact for the wider HR team, responding appropriately to basic queries and signposting more complex queries/issues to the appropriate person/department.
* To ensure you reflect the HR Department in a positive manner both in person and over the telephone.
* To run reports for the HR Advisory team in a timely and accurate manner, distribute and follow up as appropriate.
* To accurately type up notes of meetings; including transcription as required.
* To work collaboratively with other members of the HR team so there is a fully integrated HR service.
* To support the work of the HR team by ensuring that information received in the department is stored and used securely and appropriately, in a way that supports the service and enables colleagues to use the information as necessary.
* To ensure accurate information systems and resources (both electronic and manual) are accessible, logical and regularly reviewed and updated.
* To ensure that you are responsible for continuous and improved service delivery and offer creative, constructive and appropriate suggestions to improve this.
* To develop and maintain a basic understanding of current HR policies and offer direction, within the remit of this role.

**Person Specification**

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|  | **Essential** | **Desirable/Ideal** |
| **Qualifications** | Educated to at least GCSE Level A-C or equivalent in Maths and English or ability to achieve the relevant standard in the numeracy and literacy assessment | NVQ in Business Administration or CIPD Level 3 |
| **Skills** | Strong IT skills with the ability to use Microsoft Office applications and databases  Experience and practice of audio typing  Ability to take and accurately transcribe notes  Effective time management and work prioritisation skills.  Ability to work well under pressure  Ability to communicate effectively with staff, service users and a range of stakeholders  Able to build productive working relationships and partnerships  Ability to organize and co-ordinate meetings  Ability to identify issues and develop a logical and clear approach to problem solving  Pro-active and creative thinking  Ability to work on own initiative and as part of a team and be self-motivated.  Ability to initiate and complete tasks unsupervised |  |
| **Experience** | Experience in an administrative role supporting a team.  Experience of working in a customer service role | Experience of using an HR Information system |
| **Other** | An understanding of the need for confidentiality  Confident manner, ability to work unsupervised at times  Willingness to be flexible, adaptable and responsive to change. |  |