Job Description and Person Specification
HR Administrator

Document owner: Head of HR

Job Description

Directorate Resources	**Grade** C
Service Human Resources	**Job evaluation number**
Reports to HR Co-ordinator	**Responsible for** N/A

Job purpose and role

- Provide a comprehensive administration service for the HR team, ensuring an efficient service with secure, accurate, up to date records at all times
- Provide a first response to all incoming contacts with the HR team

Main duties and key result areas

- Act as first point of contact for the HR team, dealing with post, visiting staff and managers, and responding to emails and telephone calls
- Maintain information held within the department to include HR database and electronic and paper files ensuring they correspond
- Administration of all employee records and standard correspondence during the employment cycle. This includes:
    - End to end administration for all employee recruitment (e.g. placing adverts, dealing with enquiries, preparation for shortlisting and selection events, new starter processing, delivering first day induction)
    - Leaver administration
    - Absence processing
    - Reward & recognition administration
- Administration and note taking for HR led meetings

- Assist in the organising and administration of events where HR are expected to lead
- Processing of financial transactions for HR
- Production of regular standard reports and documents to support the HR department
- Day to day administrative duties to support the HR team
- Provide support for relevant HR events, activities and project work
- Liaise with Payroll, Managers, employees and external bodies on HR matters where necessary
- We all uphold and promote the following values through our everyday conduct. Below are our values – our way of life.
    - Considerate
    - Collaborative
    - Ambitious
    - Accountable

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Signed _____ Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
4	01/10/2018	Revised for Beyond Housing

Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Good communication skills including the ability to listen, understand and learn quickly	E
	Proactive and able to use initiative in appropriate situations	E
	Able to exercise high level of attention to detail on accuracy of work produced	E
	Good organisation skills	E
	Able to prioritise work to meet demanding deadlines	E
	IT literate	E
Knowledge and experience	Sound working knowledge of office administration systems	E
	Knowledge of relevant data protection legislation and confidentiality	E
	Experience of working in an environment with demanding and competing deadlines and service pressures/demands	E
	Experience of maintaining databases	E
	Experience of minute/note taking	D
Qualifications	Good standard of education (NVQ level 2 or 4-5 GCSEs or equivalent) or exempting experience	E
	CIPD Level 3 or equivalent HR qualification	D
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the Company	E
	Committed to Personal and Professional Development	E
	Proactive and committed to continuous improvement in service delivery	E