



Job Description

Title:	HR Administrator
Accountable to:	Director of Central Services
Responsible for:	Day to day HR function for the charity
Location:	Link One Office, Leamington Spa. The role is office based, however there will be occasional travel required to meet with field staff and teams
Contract Type:	Permanent
Working Hours:	Full Time – 35hrs per week
Benefits:	25 days holiday plus bank holidays (pro rata), Pension scheme, Flexible working arrangements.

Main purposes of the job:

- To act as a first point of contact for all HR matters to all employees/volunteers
- To work with the Head of Central Services in developing human resources administrative and database systems.
- To provide support/advice to managers and staff on all matters relating to Human Resources policies and procedures, required standards and legal obligations.
- To be the primary contact for queries on our HR system (Staff Circle) and assist in driving implementation
- To provide an effective Human Resources administration service relating to the employment lifecycle.
- To co-ordinate HR recruitment systems including DBS checks
- To ensure accurate HR records on all employees
- To provide HR reports as and when required
- To assist the Heads of Central Services in providing a comprehensive HR administration service.

Key achievement areas:

Recruitment & Selection:

- 1) To work with line managers in the recruitment of staff. This includes but is not limited to preparing recruitment documents, organising recruitment time tables, draft and place adverts, log application forms and CV's, coordinating advertising of vacancies, reference checking and interviewing when necessary.
- 2) Ensure that all recruitment administration is completed in a timely manner in conjunction with the appropriate line manager
- 3) Ensure that all necessary employment checks including DBS checks, Right to Work, and References are completed.

Payroll

- 1) Responsible for the co-ordination of the monthly payroll process ensuring that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Head of Central Services for example; contractual variations, new starters, leavers, etc...
- 2) Responsible for updating HR system and keeping staff information current
- 3) Responsible for dealing with all salary queries from all staff and line managers
- 4) Sending out of salary review and salary increase letters to all staff as and when advised

Pension

- 1) To enrol all new starters to Life's pension scheme in line with current processes
- 2) Manage and collate all pension information for staff
- 3) To ensure Life is working in line with legislation as set out with the Works and Pension guidelines.

On boarding, Induction, Off boarding:

- 1) Administer the process for new employees, for example; prepare contracts, offer letters and process all pre-employment checks
- 2) Facilitate induction meetings with new employees and Line Manager's to ensure they are aware of their responsibility in the induction process.
- 3) Ensure that all necessary employment checks including DBS checks, Right to Work, and References are completed.
- 4) Ensure all new employees have the appropriate IT tools to enable them work within the organisation.
- 5) Administer and monitor the probation process ensuring Line Managers know when review meetings need to take place.
- 6) Ensure resignations are acknowledged in a timely manner, the Line Manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee's terms and conditions.
- 7) Ensure exit interviews are conducted for all staff

Employee Welfare and Wellbeing

- 1) Oversee and manage all aspect of maternity, paternity, adoption, parental and unpaid leave and oversee re-integration on return from leave ensuring all necessary paperwork is completed and Heads of Department are kept fully updated
- 2) Having a through understand of HR law in particularly relating to contracts, terms and conditions, discrimination, maternity/paternity, dismissal processes, grievances etc.
- 3) Dismissal, grievance and redundancy issues – assist with these processes as required and manage the administration.

Learning and Development

- 1) Ensure all new staff are set up on Life's online training platform, IHasco and all mandatory courses are allocated accordingly.
- 2) That all staff are sent relevant training reminders as and when required

HR Administration

- 1) Ensure that all staff personnel changes are documented and updated on the HR System
- 2) Respond to employment reference requests
- 3) To develop and maintain HR record keeping systems, statistics and monitoring systems, including personnel files, annual leave, sick leave, timesheets, training records, staff turnover, and equal opportunities information.
- 4) Respond to all day-to-day enquires by staff in a prompt and efficient manner
- 5) Abide by and take responsibility for the implementation of Life's Equality Policy in all aspects of service delivery and working practice. Contribute positively to identifying and developing service improvements which respond to equality and diversity issues.
- 6) Assist the Head of Central Services in development of new projects

Safeguarding Children & Adults at Risk of Harm:

- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and adults at harm of risk.
- Familiarisation with, and adherence to, the appropriate organisational Safeguarding policies and any associated guidance is an essential requirements of all employees as is participation in related mandatory/statutory training.
- All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally, then you must seek clarification from your immediate line manager as a matter of urgency.
- Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regards to Safeguarding Children and Adults at Harm of Risk.

Personal responsibilities:

- The post holder must assume responsibility for their own professional and personal development (supported by Life where appropriate) to ensure their continuing competence to deliver Life's requirements.
- A key component of development is being fully aware of regulatory and legal requirements impacting on operational services and ensuring that all staff within those services are aware of and deliver their individual responsibilities

Corporate behaviours:

All staff are expected to:

- Work towards the charity's aims and objectives, and uphold it's vision and mission
- Demonstrate respect for others and value diversity
- Act responsibly regarding the health and safety of themselves and others
- Focus on the client and customer, both internally and externally, at all times
- Make an active contribution to develop the service
- Learn from, and share experience and knowledge

- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as an ambassador for the charity and always maintain professional standards
- Use discretion and sensitivity and be aware of issues requiring total customer confidentiality
- Demonstrate a flexible approach to their work
- Abide by and take responsibility for the obtaining, storage, processing and sharing of any personal data within the meaning of the General Data Protection Regulations 2018 and as defined in the relevant Life policies for all aspects of service delivery and working practice, paying particular attention to the protection of personal information in any form and by whatever means it is accessed by you.

In addition, all managers and supervisors will be expected to:

- Value and recognise ideas and the contribution of all team members
- Coach individuals to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Provide support, feedback and guidance to all team members and encourage their team to achieve work/personal life balance

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post holder.

Post title: HR Administrator

Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Leadership		
Skilled at building motivate teams committed to the vision mission and values of the Charity	✓	
Possessing the authority, presence and integrity to command respect from colleagues within the Charity, and from external contacts.		✓
Strategic Ability / Innovation		
Ability to develop and implement new quality and customer service initiatives to achieve continuous improvement.	✓	
Ability to inspire, motivate and develop staff at all levels	✓	
Experience / Knowledge / Qualifications		
Proven experience of working within a charity in a similar role		✓
Educated to degree level or equivalent relevant profession qualification i.e. CIH, CIPD or Management		✓
Computer literate, with knowledge of Microsoft Office 365 and other systems	✓	
Understanding and experience of promoting equality in employment and service delivery	✓	
A confident, independent and effective decision maker	✓	
Resilient and robust with a positive outlook.	✓	

Dynamic and energetic personality with a high degree of personal drive, with the ability of delivery results to tight deadlines and under pressure.	✓	
Ability to interpret relevant information, analyse complex data, review alternate solutions and come to speedy well-informed conclusions.	✓	
Communication		
Strong presentational skills and ability to promote the Charity to a wide range of individuals	✓	
Communicates effectively and openly at all levels	✓	
Excellent written and verbal communication skills	✓	
Personal		
Committed to the vision, mission and values of the charity	✓	
Commitment to quality, customer service, best practice and best value in all aspects of the charity's operation	✓	
Ability to work with people at all levels	✓	
Positive outlook and approachable personality	✓	
Ability to work on own initiative	✓	
Handles pressure of meeting deadlines and supports others where possible	✓	
Ability to prioritise workload and plan time	✓	
Commitment to own personal and professional development	✓	
Ability to motivate others and work as part of a team	✓	

Internal Use Only

Approved By: Emma Turner

Issue No: 1

Approved Date: 09/07/2021

Review Date: 09/07/2022