

Job Description

Job Title:	HR Administrator
Reporting to:	HR Manager
Salary:	£19,554 - £21,166 (NJC Scale 4)
Contracted hours:	37.5 hours per week (Monday - Friday 9am-5pm. Occasional evening and weekend work may be required with prior notice.)
Contract type:	Permanent

Job Summary

The post holder will work as part of a busy, highly focused and professional HR team providing full administrative support across a number of core HR activities including recruitment, absence management and employee relations. They will support the Senior HR Officer and HR Manager on a day to day basis and help to provide a comprehensive and efficient HR service to the management and staff of Employers For Childcare and High Rise.

Main Duties & Responsibilities

- Responsible for the recruitment and induction processes.
- Administer all recruitment documentation to include application packs, shortlisting records, interview records, reference requests, Access NI disclosures, monitoring forms, letters of offer, contracts, induction packs and personnel files.
- Book and prepare meeting rooms to be used for interview purposes.
- Complete HR induction with new employees
- Ensure that new employees have access to email and all computer systems.
- Collate and record employee absence information including return to work meetings and report to management.
- Calculate and maintain records of employee annual leave and TOIL.
- Maintain individual Performance Review and Planning records for all employees.
- Ensure that accurate, adequate and up-to-date personnel information is maintained on all computerised and manual systems and is made available as required.
- Prepare and distribute agendas for and take minutes of staff meetings.
- Act as note-taker at investigatory meetings and disciplinary / grievance hearings.
- Ensure equality monitoring information is accurately and confidentially maintained.
- Assist in preparing the annual monitoring return.
- Act as a central point of contact for internal and external queries.
- Ensure confidentiality and security of personnel information and sensitive material at all times.
- Assist in the development and regular reviewing of the staff handbooks and HR policies and procedures.
- Carry out all tasks in accordance with ISO9001 and ISO27001 procedures and relevant legislation.



Communication and Organisational Development

- Maintain an effective relationship with all staff and managers, professional and statutory bodies and external organisations.
- Continuously review all administrative procedures and make suggestions for improvement.
- Participate in regular staff training and development activities on company services, operating systems, processes and procedures and contribute to same.
- Acquire and retain in-depth knowledge of existing and new company services.
- Work flexibly and across teams and organisational functions as required.
- Undertake any other reasonable duties appropriate to the achievement of the organisation’s goals and targets.

Information Security

- Comply with the organisation’s Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality.

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.

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Factor	Essential Criteria	Desirable Criteria
Qualifications	Possess at least 5 GCSEs (or equivalent) at Grade A*-C to include Maths and English.	Possess or be working towards CIPD membership
Work Experience	Minimum of 1 years’ recent experience in a similar role within a busy HR environment, preferably customer facing e.g. hospitality, retail. Minimum of 1 years’ recent experience of recruitment and selection from start to finish.	Working experience of: <ul style="list-style-type: none"> • employee relations • absence management • discipline and grievance • performance management
Skills and Aptitude	Excellent communication skills Excellent administrative skills with a keen eye for detail.	



	<p>Computer literate to include extensive use of internet, email, word processing, spreadsheets, power point and databases.</p> <p>Highly organised with excellent time management skills and ability to juggle differing priorities, meet deadlines and work under pressure</p> <p>Ability to build constructive working relationships with staff, colleagues and clients.</p> <p>Tactful and empathetic when approaching employee relation issues</p> <p>A proactive, positive approach to work with ability to act on own initiative</p>	
<p>Knowledge and Understanding</p>	<p>Thorough knowledge of human resource management principles, policies and practices</p> <p>Understand the need for confidentiality and demonstrate experience in dealing with confidential matters</p> <p>Excellent knowledge of current and pending NI employment legislation and best practice</p>	
<p>Special Circumstances</p>	<p>Ability to work evenings and weekends when required.</p> <p>Full driving licence and access to a car for work purposes.</p> <p>Ability to travel throughout Northern Ireland, UK and elsewhere at times demanded by the job</p>	