

## **JOB ROLE PROFILE HR ADMINISTRATOR**

**JOB TITLE:** HR Administrator

**REPORTING TO :** HR Advisor

**OFFICE BASE:** Silvester House, The Maltings, Hull

### **OVERALL PURPOSE OF THE JOB:**

To provide effective and efficient administrative support to the HR Advisor and key HR processes to ensure both legal compliance and to enable the association to respond quickly to changing requirements. The role will support the recruitment and on-boarding process, employee relations cases, performance management process, contractual changes and the maintenance and updating of the self-service HR database.

### **DIGNITY AT WORK:**

To show, at all times, a personal commitment to treating all residents, Trustees, customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality. Assist in ensuring equal access to services and employment opportunities for everyone.

### **PRINCIPAL ACCOUNTABILITIES**

1. Provision of administrative support during periods of recruitment; advertising vacancies including the use of social media, arranging interviews, preparing interview packs and liaising with applicants to ensure they have a positive candidate experience.
2. Responsible for providing a positive on-boarding experience to new employees including preparation of offer letters, processing pre-employment checks, carrying out initial HR induction and co-ordinating department inductions and ensuring the probationary process is followed correctly.

3. To process all authorised contractual changes in a timely manner to enable the association to adapt quickly to changing business needs whilst maintaining accurate records both electronically and paper based.
4. To ensure accurate records of salary adjustments, additional hours, mileage claims, out of hours claims, new starter details and leavers are recorded, authorised and processed via payroll.
5. Responsible for maintaining our self-service HR database and providing first level user support to employees with holiday queries, timesheet queries and monitoring workflow actions.
6. To maintain HR template documentation and in conjunction with the HR Advisor review processes and practices continually to provide a fast and efficient service to the business whilst maintaining accurate HR data.
7. To provide efficient, accurate administrative support to the HR Advisor in delivering key objectives in line with the HR Strategy.
8. To produce both adhoc and periodical reports to monitor key HR performance indicators and aid decision making.
9. Responsible for carrying out initial online DBS checks and for conducting rechecks in accordance with our policy.
10. To maintain communication media including assisting with the development and maintenance of the HR section of the intranet, electronic employee handbook and social media presence.
11. To provide administrative support to the HR Advisor with ER cases including investigations, disciplinary and capability hearings, sickness absence monitoring meetings and grievances.
12. To be responsible for monitoring employee sickness absence ensuring accurate records are maintained and sickness monitoring meetings are scheduled in accordance with our policy.
13. To assist in sourcing, organising and setting up training events and workshops and maintaining accurate training records and feedback.
14. To provide administrative support to elements of the performance management process including ensuring performance meetings are being held, producing reports on talent and to aid people planning decisions.

15. To provide first line support to all employees across the association by way of phone, email and in person.
16. To recognise health and safety is a responsibility of every individual, to take reasonable care of self and others and comply with PFH's Health and Safety policies and procedures.
17. All individuals are expected to be flexible in undertaking the duties attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility.
18. The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protections Regulations. Confidentiality must be maintained at all times.
19. Please note that where the job holder is disabled every effort will be made to supply necessary aids, adaptations or equipment to allow them to carry out the duties of the job.

**DIMENSIONS:**

**Responsibility for Staff:**

None

**Responsibility for Customers / Clients:**

To effectively liaise and work with individual section Directors, Operational Managers, external partners, staff, residents and Trustees of the association.

**Responsibility for Budgets:**

None

Signature:

Date: