

## **Job Description Interim HR Advisor**

### **BookTrust**

BookTrust is the UK's largest children's reading charity. Our mission is to get every child reading – regularly and by choice. We know that children who read are happier, healthier, more empathetic, and more creative. They also do better at school. With the long-term impact of the pandemic on children's lives, and with an ever-widening gap for the most disadvantaged children, our work has never been more important. We have an ambitious 5-year strategy with a deep commitment to doing even more to support children and families from disadvantaged backgrounds in reading.

### **Job purpose**

As our HR Advisor, you will play a key role at BookTrust in taking forward our ambitions. With your experience and skills, you will be able support and develop the organisation as we continue to go through significant change to deliver our strategy.

You will have the experience and skills to ensure that our HR processes are managed to a high standard, and you can work with the organisation in delivering highly effective HR support. This will involve working with the HR Lead, our Team Leaders and Senior Managers from recruitment, onboarding, payroll. This includes the maintenance of the HR Information System, supporting core processes and the provision of frontline HR assistance to colleagues on HR issues, where appropriate.

Key to this will also be how we continue to develop our commitment to inclusivity, equality and diversity and safeguarding across the organisation.

You will also have experience and will be skilled in building strong internal relationships. You will be comfortable taking a deeply collaborative approach and be keen to work alongside expert colleagues in BookTrust to deliver our strategy.

Contract: Full time, Interim

Location: Leeds or London (Farringdon), with office-based working on two days each week, rest of week choice of office or remote working. The post holder must be willing to travel within the UK to support our distributed working model.

**This post holder will report to:** HR Lead

### **Key responsibilities**

Underpinning all of these responsibilities will be the embedding and further developing of our organisational behaviours and our commitment to being an equal opportunities employer with diversity, inclusion and safeguarding central to our approach.

#### **1. HR Administration support to ensure the smooth operation of day-to-day activities and processes:**

- Monitor HR/Recruitment and any other relevant inboxes and act as the first point of contact for queries and respond as required.
- Support the HR Lead with departmental activities and projects which support the wider HR Plan.
- Coordinate the administration of processes, probationary reviews, self-certificates, etc. across the organisation.
- Accurately update, monitor and maintain staff records and data in a timely manner within the HRIS system
- Support the general maintenance of the HRIS and the HR SharePoint site to enhance employee user experience.
- Respond to official requests for staff information as directed by the HR Lead.
- Produce regular and ad hoc statistical analysis and reports as necessary from the HRIS.

## **2. Recruitment & Onboarding**

- Support our end-to-end recruitment processes from advertising, through to interview processes, onboarding and induction.
- Provide guidance and support to managers through the recruitment process.
- Maintain relationships with recruitment agencies, ensuring contracts, rates and preferred supplier lists are accurate and in place, prior to any recruitment.
- Prepare documentation for appointments including letter of appointment, contracts, job description, right to work checks, references, induction documentation and other vetting checks in accordance with safeguarding requirements.
- Ensure right to work checks are completed on day one and new starter DBS applications are processed within first two weeks of joining.
- Ensure all new starter mandatory learning record are maintained and line managers are informed in a timely manor.

## **3. Payroll**

- Collate relevant data for the monthly payroll process, ensuring all contractual variations including contractual benefits, sickness absence, new starters, leavers and unpaid leave etc and any other required payroll change is submitted in accordance with the relevant payroll submission.
- Liase with our Finance team to ensure payroll is submitted accurately and in a timely manor.

## **4. HR Guidance, Advice, Support and ER**

- Act as a first point of contact for HR enquiries from staff and provide initial guidance or referral to HR Lead
- Maintain positive working relationships between the organisation and employees
- Provide guidance to staff and managers on existing HR policies and best practice.
- Provide administrative support on policy reviews, including horizon scanning for legislative update, to ensure policies remain up to date.

## **General Duties**

- Ensure Health and safety requirements are kept up to date, including fire safety, DSE and first aid.
- Ensure that HR files and records are kept accurate and up to date and fall with GDPR and data protection standards
- Oversee the ongoing reporting, through current HR metrics, and ad hoc data analysis
- Provide regular updates to HR Lead
- Be committed to personal development, in particular in the area of specialist knowledge in HR
- To carry out all duties in line with BookTrust policies and procedures and being prepared to undertake additional reasonable duties, as required

## PERSON SPECIFICATION

This role will suit you if you are comfortable working in a fluid, evolving climate; thrive on change; and are a flexible, resourceful person, with experience of successfully working cross organisationally.

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<b>Knowledge</b>	
a. Ability to deal with 1 <sup>st</sup> line HR related queries	<b>E</b>
b. Familiarity with HRIS and databases	<b>E</b>
c. Good understanding of employee lifecycle and processes	<b>E</b>
d. Good understanding of end-to-end recruitment	<b>E</b>
e. Understanding of organisational development	<b>E</b>
<b>Experience</b>	
a. Experience providing HR administrative support to a team	<b>E</b>
b. Working in a busy office environment	<b>E</b>
c. Ability to coordinate recruitment processes	<b>E</b>
d. Proven track record in managing a broad range of HR activities across an organisation	<b>E</b>
e. Excellent knowledge of HR policies and practice	<b>E</b>
f. Experienced in HR data analysis	<b>D</b>
<b>Skills and Attributes</b>	
a. Ability to take ownership and manage delivery	
b. Ability to display high level of confidentiality and work appropriately with sensitive information	<b>E</b>
c. Good attention to detail and accuracy	<b>E</b>
d. Strong verbal and written communication enabling effective drafting of correspondence	<b>E</b>
c. IT proficiency, including Microsoft Office Suite	<b>E</b>
f. Excellent organisational skills	<b>E</b>
g. Ability to work autonomously and collaboratively with colleagues and external stakeholders – Solution focussed	<b>E</b>
h. Ability to prioritise workload conflicting demands and work efficiently, accurately and calmly under pressure	<b>E</b>
i. Flexible and adaptable approach	<b>E</b>
<b>Qualifications</b>	
a. Good general education to at least A Level or equivalent	<b>E</b>
b. CIPD professional qualification (or studying towards)	<b>E</b>

**E = essential criteria**

**D = desirable criteria**

## **Terms and Conditions**

Salary: £28,000 - £33,000  
28 days holiday, plus public holidays  
Pension scheme – 7% employer contribution  
3 x salary life assurance  
Employee Assistance Programme  
Season Ticket Loan Scheme  
Flexible working scheme

Want to join us? Find out more about who we are at: <https://www.booktrust.org.uk/about-us/work-at-booktrust/>

## **Our Commitment to Diversity and Inclusivity**

We aim to provide an inclusive recruitment process and actively welcome applications from diverse, inclusive talent pools and candidates from underrepresented communities.

We are committed to equality of opportunity and want to ensure we have an accessible application process for all candidates. If you need any reasonable adjustments or would like us to do anything differently during the application process, please contact our HR team on [HR@booktrust.org.uk](mailto:HR@booktrust.org.uk) or 020 7801 8855/8856 to discuss your requirements further.

BookTrust is committed to safeguarding and promoting the welfare of children. The recruitment and selection process reflect our commitment to safeguarding therefore, the suitability of all prospective employees will be assessed during the recruitment process in line with this commitment, and pre-employment checks.