

## Job Description

<b>Job Title:</b>	HR Administrator
<b>Service:</b>	Human Resources
<b>Reporting to:</b>	HR Manager
<b>Salary:</b>	£26,000 - £28,000 per annum (depending on skills and experience)

### **Purpose of the Role:**

- To provide day to day HR administrative support and contribute to the long-term development of the HR function.
- To ensure administrative processes are consistent, timely, of a high quality, and compliant with legal and organisational requirements.
- To support the assigned Business Partner(s) to provide a value adding HR Service.

### **Main Duties and Responsibilities:**

- To respond to HR telephone and email enquiries, appropriately, consulting with Business Partner where required.
- Provide all recruitment administration support.
- To draft and produce standard letters, documents and emails for internal and external customers as directed.
- Ensure all DBS and pre-employment checks are carried out fully, in a timely manner and monitored effectively including reporting to the wider team.
- Manage the onboarding process from offer letter through to joining instructions and induction.
- Manage the accurate recording and monitoring of the employee lifecycle on the HR Database.
- Manage the leaver administration process.
- To support the team with any HR projects e.g. TUPE, pay reviews.
- Provide administrative support in investigations for employee relations issues.
- Maintain and develop the HR electronic filing system, including timely archiving of data.

- Ensure that the organisation complies with all applicable regulations, laws and employment standards.
- Carry out any other reasonable ad hoc duties in order to support the HR team and ensure that the demands of the post are met.
- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).

## Person Specification

<b>Job Title:</b>	HR Administrator
<b>Service:</b>	Human Resources
<b>Reporting to:</b>	HR Manager
<b>Salary:</b>	£26,000 - £28,000 per annum (depending on skills and experience)

### Experience

- Experience of working in an HR environment or administrative experience combined with HR qualifications.
- Experience of providing effective administrative support to a busy team.

### Skills and Abilities

- Excellent organisational skills.
- Good attention to detail and ability to keep accurate records.
- Good level of numeracy and ability to collate data and produce statistical information.
- Good problem solving and analytical skills.
- Ability to work with minimal supervision.
- Ability to multi-task, prioritise and work to strict deadlines.
- Strong IT skills, including Microsoft Word, PowerPoint, Excel, Outlook.
- Ability to maintain manual and computerised filing systems.
- Excellent interpersonal skills, able to relate professionally to staff at all levels.
- Excellent written English, strong email communication skills.
- Calm and resourceful with the ability to respond effectively and positively to pressure.
- Ability to maintain strict confidentiality and discretion at all times.
- Enthusiasm and a willingness to learn new skills.
- Team player with a professional, flexible, and positive approach to work.

### Knowledge

- Good understanding of basic employment legislation and best practice.
- Awareness of basic health and safety policies and procedures.