HR Administrator

## Job details

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| Job title: | HR Administrator |
| Department: | Human Resources |
| Location: | Bury St Edmunds/Remote |
| Reporting to:  (job title only) | HR Operations Manager |
| Job purpose: | To provide administrative support to the HR department.  To professionally represent the HR team and ensure comprehensive and efficient support to the wider organisation. |
| Role and Responsibilities: | **Routine tasks**   * Provide administrative support to the HR department * Manage an extremely busy HR Inbox, dealing with all HR enquiries and queries * Administer HR related documentation including preparation of letters and updating and maintaining files * Accurately update and maintain HR information databases * Production of monthly management reports for the HR Director * To assist with employee administration; including starters and leavers pre-employment vetting checks, references, preparing documents and ensuring all information is completed accurately, efficiently and effectively. * Assist in the administration of obtaining security clearances and DBS applications to ensure that the Company complies with its contractual obligations with the agreed timelines. * Acting as front line for queries on general HR matters including holiday, sickness and HR policies * Any other general HR administrative duties as required   **HR Documentation**   * + Ensuring all relevant HR documentation up to date and available on the intranet   + Creating new HR documentation in conjunction with other HR members   + Chase for any outstanding documentation   + Maintaining accurate and complete employee files, both electronic and hard copy   **HR projects**   * + Assist the HR Operations Manager as required on HR projects   + Assist in taking minutes at relevant meetings.     **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.   * + Be aware of the impact of your behaviour on others   + Ensure that others are treated with fairness, dignity and respect   + Maintain and develop your knowledge about what EDI is and why it is important   + Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team   + Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice   + Be prepared to speak up for others if you witness bias, discrimination or prejudice   Any other ad-hoc duties as required. |
| Clinical Governance:  (where applicable) |  |
| Training and supervision: |  |
| Additional information: | Whilst the role is predominantly remote, training will take place at our Head Office in central Bury St Edmunds. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + GCSE English (or equivalent) | * + Working towards CIPD or a desire to |
| **Experience** | * + Administrative | * + Human Resources |
| **Skills/knowledge** | * + Confidentiality   + Excellent written and verbal English   + Customer service/communication skills   + IT literate – intermediate level minimum | * + Experience of using HR Databases   + Employment Law |
| **Specialist training** | * + Skilled in Microsoft Office (specifically Word, Outlook and Excel) |  |
| **Personal competencies and qualities** | * + Excellent verbal and written communication skills   + High level of enthusiasm and motivation   + Ability to work individually or within a team and foster good working relationships   + An awareness of and commitment to supporting and facilitating diversity and inclusion   + Ability to remain calm under pressure * Highly organised * A flexible and open-minded approach * Evidence of values that are consistent with the NHS constitution. * Interpersonal skills to engage and develop working alliances with colleagues and patients. * Evidence of an openness to learning new knowledge and skills. * Excellent time management skills |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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