HR Administrator

## Job details

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| Job title: | HR Administrator |
| Department: | Human Resources |
| Location: | Remote |
| Reporting to: (job title only) | Senior HR Administrators |
| 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*** + Daily monitoring of the HR inbox. Deal with queries or escalate issues as necessary
	+ Sending out contract of employments and answering queries from new recruits
	+ Issuing and collecting all new joiner forms after on-boarding
	+ Sending IT requests to external IT Company
	+ To assist with employee administration; both starters and leavers, ensuring all information is completed accurately, efficiently and effectively.
	+ Administration of new starters including pre-employment vetting checks, references, preparing documents.
	+ 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

**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
	+ Updating HR management system with all relevant information

**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.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal 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 when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
* 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.
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## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + GCSE English (or equivalent)
 | * + Working towards CIPD or a desire to
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| **Experience** | * + 2 years Generalist HR Administrative
	+ Experience using HR information systems (HRIS) to maintain employee records and support HR processes
	+ Experience working in a fast-paced environment
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| **Skills/knowledge** | * + Confidentiality
	+ Excellent written and verbal English
	+ Customer service/communication skills
	+ Work well under pressure
	+ Manage workload effectively under tight deadlines and deal with multiple requests
	+ Excellent organisational ability with keen attention to detail
	+ Excellent communication and IT skills
	+ Experience using Microsoft Applications, specifically Excel, Outlook and Word
	+ Awareness of Data Privacy and GDPR
 | * + Employment Law
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| **Specialist training** | * + Skilled in Microsoft Office (specifically Word, Outlook and Excel)
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| **Personal competencies and qualities** | * + Awareness of Data Privacy and GDPR
	+ An awareness of and commitment to supporting and facilitating diversity and inclusion
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# 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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