Onboarding Administrator

## Job details

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| Job title: | Onboarding Administrator |
| Department: | Recruitment |
| Location: | Remote |
| Reporting to:  (job title only) | Senior Onboarding Administrator |
| Job purpose: | To provide administrative support for the onboarding process.  To professionally represent the recruitment team and ensure comprehensive and efficient support to new employees and managers. |
| Role and Responsibilities: | **Routine tasks**   * + Daily monitoring of the onboarding inbox. Deal with queries or escalate issues as necessary   + Sending out contracts of employment and answering queries from new recruits and their managers   + Sending IT requests to external IT Company   + To assist with employee administration 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 onboarding matters   + Issuing and collecting all new joiner forms after on-boarding   + Accurately update and maintain HR information databases   + Conduct Right to Work calls   **HR Documentation**   * + Chase for any outstanding new starter documentation   + Build accurate and complete employee files   + Updating HR management system with all relevant information   **HR projects**   * + Assist the Senior Onboarding Administrator as required on business improvement projects or campaigns   **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.   Any other ad-hoc duties as required. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + GCSE English (or equivalent) | Working towards CIPD or a desire to |
| **Experience** | * + 2 years Generalist HR Administrative experience including onboarding   + Experience using HR information systems (HRIS) to maintain employee records and support HR processes   + Experience working in a fast-paced environment |  |
| **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 |
| **Specialist training** | * + Skilled in Microsoft Office (specifically Word, Outlook and Excel) |  |
| **Personal competencies and qualities** | * + An awareness of and commitment to supporting and facilitating diversity and inclusion   + Team player |  |

# 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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