HR Administrator

## Job details

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| Job title: | HR Administrator |
| Department: | Human Resources |
| Location: | Bury St Edmunds |
| Reporting to:  (job title only) | HR Manager |
| Direct reports:  (job title only) |  |
| Accountable to:  (where applicable) |  |
| Responsible to:  (where applicable) |  |
| 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 Green Duck   + Assisting with DBS checks for all staff   + Email out starters and leavers list each week   + Support Long Service Awards (payroll, letters, emails and Yammer)   + 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   **Non-Clinical Recruitment**   * + Posting of job adverts and keep recruitment board up to date   + Liaising with agencies and line managers   **HR projects**   * + Assist the HR Manager as required on HR projects   + Assist in taking minutes at relevant meetings.   Any other ad-hoc duties as required. |
| Clinical Governance:  (where applicable) |  |
| Training and supervision: |  |
| Additional information: | Whilst the role is predominantly based at our Head Office in central Bury St Edmunds, the ability to work remotely (especially during the current COVID-19 pandemic situation) is an essential requirement for the role. Additionally, occasional travel including overnight stays may be required, so a full clean driving licence is desired. |

## 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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