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
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| **Experience** | * + Administrative
 | * + Human Resources
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| **Skills/knowledge** | * + Confidentiality
	+ Excellent written and verbal English
	+ Customer service/communication skills
	+ IT literate – intermediate level minimum
 | * + Experience of using HR Databases
	+ 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** | * + 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
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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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