



JOB DESCRIPTION

POST: HR Administrator

DEPARTMENT: HR & OD

REPORTING TO: Operations Team Leader
(providing support to the wider team)

RESPONSIBLE FOR: N/A

GRADE: 3

MATERNITY COVER - 9 months

MAIN JOB PURPOSE:

- To provide a comprehensive and effective administrative support service for the HR and OD team.
- First line support for HR and payroll queries.
- Process lifecycle changes of all employees, from processing pre-employment checks, contract changes and leavers

DUTIES AND RESPONSIBILITIES:

- Manage the HR support inbox to ensure a prompt response and prioritise urgent enquiries to ensure payroll deadlines are met. Filter enquiries accordingly that require redirection.
- Undertake HR processes on the HR system including processing starters, leavers, changes and sending appropriate correspondence.
- Ensure HR checklists are completed to ensure compliance and payroll accuracy.
- Provide support to managers and employees on the use of Employee Self-Service.
- Maintain electronic employee personal files to ensure they are accurate and up to date.
- Manage the Learning and Development in box to ensure prompt service to all queries. Filter enquiries that require redirection accordingly.
- Undertake administrative tasks in relation to the Learning and Development Training Plan, sending invites and joining instructions, course evaluations etc.

- Support the Talent & Learning Partner in liaising with providers and venues to arrange training events and seminars
- Compile and maintain electronic training records to ensure they are accurate and up to date
- Undertake reference requests using the recruit system.
- Ensure pre-employment checks are completed prior to the employee commencing.
- Ensure all mandatory training, e-learning and induction requirements are organised for all new employees.
- Process requests for DBS checks ensuring they are logged and all information is received from the employer
- Use Finance system to raise orders, pay invoices and process the setup of new suppliers for Learning and Development and HR as required
- Ensure a curious mindset to stay involved with all areas of council business and change and share best practice with the wider team and across the councils

Additional information

- a) Does this job require a DBS check? **No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
NVQ 3/A Level or equivalent experience CIPD Level 3 or relevant experience	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Experience of working in a similar environment effectively performing systems and administrative functions.	A/I
Competently deal with telephone or e-mail queries, researching and answering the query clearly and promptly.	A/I
Experience of I.T systems such as Microsoft Office and HR software packages.	A/I/T
Attention to detail is essential for inputting and checking	A/I/T
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Ability to identify a problem and find an effective solution.	A/I
Able to respond independently to unexpected problems and situations.	A/I
Excellent verbal and written communication skills and the ability to deal with a range of audiences.	A/I
Able to use persuasion, negotiation or training skills.	A/I
Able to work in a busy office with frequent interruptions.	A/I
Able to respect confidentiality, with preferably an understanding of the Data Protection Act.	A/I
Able to prioritise own workload, escalating problems to other team members.	A/I
Ability to work proactively and collaboratively within a team and	A/I

across services.	A/I
BEHAVIOURS	
Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I

Our Values

...we believe in

OUR CUSTOMERS **BEING AMBITIOUS** **TAKING OWNERSHIP** **BEING OPEN and HONEST** **OUR PEOPLE**

MINDFUL EMPLOYER

disability confident EMPLOYER

DYING TO WORK

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.