

JOB DESCRIPTION

Post Title:	HR Administrator
Responsible to:	HR & Administration Manager
Summary of post:	To be responsible for ensuring effective and efficient administration of HR records, data and information across the Guild, including employee records, recruitment, learning & development, performance management as well as delivery of wider administrative support for HR and related projects.

DUTIES & RESPONSIBILITIES:

1. To work with the HR & Administration Manager to ensure the successful implementation of the Guild's people strategy, HR practices and policy, to support the organisation's strategic plan.
2. To be responsible for ensuring effective administration of all HR records, data and information across the Guild, including employee records, recruitment, learning & development, performance management.
3. To be responsible for ensuring that the Guild's HR system (People HR) is effectively utilised, that data is accurate, colleagues are trained and that the system is maintained and adding value to the organisation.
4. To support the HR & Administration Team, in the provision of basic advice and guidance to staff on routine issues and queries in relation to policies and terms and conditions.
5. To assist the HR & Administration Manager in developing reports in accordance with HR Committee terms of reference as required.
6. To assist the HR & Administration Manager in ensuring Guild policies and procedures are maintained, timely and fit for purpose.
7. To assist the HR & Administration Manager in the delivery of employee resourcing, learning and development, performance management and employee relations.
8. To provide support in coordinating and delivering key HR projects within the Department that will lead to the development of HR practices in line with the Guild's People Strategy.
9. To be responsible for producing and issuing accurate communications with employees in areas including offers of employment, changes to terms and conditions, probation, performance management, grievances etc.
10. To provide administrative support for the Job Evaluation and annual performance review moderation programmes, as well as projects such as Investors in People (IIP), and the delivery of activity such as staff exit interviews.

11. To provide administrative support where applicable to Guild Committees, including minute and note taking.
12. To be responsible for the maintenance and storage of all employee data and records in line with the Data Protection Act and GDPR regulations.
13. To adhere to all relevant Guild policy with particular reference to staffing, health and safety, environmental and any relevant Guild policy where it may impact upon your role.
14. To undertake appropriate training and personal development as required for the role.
15. To support the work of the HR & Administration team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
16. Participate as a member of the HR & Administration, Operations Directorate and wider Guild staff team as applicable.
17. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
18. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

July 2018

Person Specification: HR Administrator

	You must be able to demonstrate in your application that you have;	Essential	Desirable
	QUALIFICATIONS		
1	Good general education, typically to A-level standard, including Maths and English at least to GCSE Grade C or equivalent	✓	
2	CIPD HR Qualification (Level 3 or above)		✓
3	Evidence of continued professional development		✓
	KNOWLEDGE AND EXPERIENCE		
4	Experience of working within a HR related field or discipline	✓	
5	Experience of working and delivering excellence, within an administrative role	✓	
6	Experience of effective minute-taking	✓	
7	Experiencing of using and developing administrative systems and databases, preferably HR systems	✓	
8	Experience of building and maintaining relationships with a range of internal and external people	✓	
9	Experience of supporting/coordinating the delivery of projects		✓
	SKILLS AND ABILITIES		
10	Excellent attention to detail and accuracy in all administrative tasks	✓	
11	Ability to present information clearly and concisely in writing and verbally	✓	
12	Ability to communicate with colleagues at all levels	✓	
13	An understanding of confidentiality and Data Protection	✓	
14	Ability to work using own initiative	✓	
15	Ability to use systems to input and extract HR data and reports	✓	
16	Ability to understand customer care both internally and externally	✓	
17	Computer literacy (standard office software including spread sheets) and keyboard skills	✓	
	PERSONAL QUALITIES		
18	Understanding of and a commitment to Equality of Opportunity	✓	
19	Team focussed approach	✓	
20	Self-motivated	✓	
21	Committed to continuously improving service delivery	✓	
22	Customer focus	✓	
23	Persistent & able to persuade others to meet your deadlines	✓	