



Job Description HR Administrator

Document Owner:
Head of Group HR Services

Document No: CCH-JD-
HOHRA

Version No	Revision Date	Reason for Revision
003	June 2016	Company wide restructure

Directorate: Corporate Services	Grade: Band C
Division Human Resources	Job Evaluation Number SHR602 (JE0536)
Reports To: HR Business Partner	Responsible For: N/A

Job Purpose:

To provide a comprehensive administrative service for the HR department

Main Duties and Key Result Areas:

Carry out all administrative functions to support the HR team including but not exclusively:

1. End to end recruitment administration provision.
2. Employment contract compliance administration.
3. Leaver administration.
4. Job evaluation and reward & recognition administration;
5. Processing of mail, including recording and distribution;
6. Maintain information held within the department to include HR database and electronic and paper files ensuring they correspond.
7. Production of standard documents and routine correspondence;
8. Administration and note taking for HR lead meetings.
9. Data inputting, message taking and reception of the HR department;
10. Administration of all employee records and correspondence during the

employment cycle.

11. Absence processing.

12. Assist in the organising and administration of events where HR are expected to lead;

13. Processing of financial transactions for HR.

14. Production of regular standard reports to support the HR department.

15. Day to day administrative duties to support the HR team;

16. Administration and assistance with learning and development provision, supporting and co-ordinating bookings to enable compulsory training to be met and alerting the appropriate persons of any areas which may not be met.

17. Liaise with Payroll, Managers, Employees and external bodies on HR matters where necessary.

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the post.

Dimensions:

Management Responsibility

There is no management responsibility

Finance

Accounting for expenditure for a small amount

Resources

There is no responsibility for resources

Environment:

ALL employees will be expected to:-

- Live the company values being fair, forward-thinking, accountable, customer focussed, open, transparent, proud and passionate, so that the highest standards of customer care can be achieved.

- Be committed to diversity and inclusion of all, promote value for money, efficient services through the removal of system waste, so that excellence in all that we do is pursued through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets.
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement.
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures.
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences

Managers of other staff will also be required to:-

- To be responsible and accountable for ensuring compliance with the adopted Code of Conduct and the associated policies and procedures.
- To be responsible and accountable for identifying the risks and implications associated with the requirements of the role and take appropriate action to mitigate potential consequences
- Deliver departmental projects and initiatives as identified in the corporate and departmental plans.
- Lead, manage and motivate staff, apply the staff appraisal and development scheme, one to one performance feedback discussions and ensure that staff attend identified training.
- Monitor service delivery and progress towards targets to ensure standards are met and where possible exceeded.
- Ensure compliance with Health & Safety legislation, policy and procedures; for example, completion of Risk Assessments/ Method Statements and Accident Investigations, ensure the correct number of First Aiders are in the team and promote compliance with mandatory training requirements.
- Effectively manage physical, human and financial resources allocated as your

	Job Description HR Administrator	
	Document Owner: Head of Group HR Services	Document No: CCH-JD- HOHRA

responsibility.

Signed: Date:

Print Name:

Job Description HR Administrator

Document Owner:
Head of Group HR Services

Document No: CCH-JD- HOHRA

Attribute	Detail	Criteria		How Identified				
		Essential	Desirable	App Form	Interview	References	Test	Score
Skills/Abilities	Good communication skills including the ability to listen, understand and learn quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Proactive and able to use initiative in appropriate situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Ability to exercise high level of attention to detail on accuracy of work produced	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Good organisation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Ability to prioritise work to meet demanding deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	IT literate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Knowledge	Sound working knowledge of office administration systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Knowledge of relevant data protection legislation and confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience	Experience of working in an environment with demanding and competing deadlines and service pressures/demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Experience of maintaining databases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Experience of minute/note taking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Job Description HR Administrator

Document Owner:
Head of Group HR Services

Document No: CCH-JD- HOHRA

Attribute	Detail	Criteria		How Identified				
		Essential	Desirable	App Form	Interview	References	Test	Score
Qualifications	NVQ Level 2 or equivalent level of education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Good standard of general education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	CIPD Level 3 HR qualification or equivalent HR qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Attributes/ Circumstances	Flexible and open to change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Professional and customer orientated approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Effective team worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Committed to inclusion, equality and diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Aligned to the aims and values of the Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Committed to Personal and Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Proactive and committed to continuous improvement in service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	