Job Description for – HR Administrator

LINE MANAGER – Head of HR

BACKGROUND INFORMATION

Under the guidance of the Head of HR the post holder will provide high level administrative support across the HR function whilst maintaining the utmost confidentiality.

SKILLS REQUIRED

Strong organisational skills and the ability to manage a demanding and varied workload, attention to detail along with excellent IT skills including Word, Outlook and Excel are essential as is the ability to work on one’s own as well as part of a small team. Excellent communication skills both written and orally along with the ability to communicate at all levels are also essential.

Previous HR administration experience is essential as is the ability to understand basic employment matters. Ability to work flexibly, using own initiative and to meet tight deadlines.

PRINCIPAL RESPONSIBILITIES

Under the guidance of the Head of HR, to ensure timely completion of work in accordance with instructions as may from time to time be issued by the College in connection with a variety of duties which include the following:

1. Manage and maintain accurate HR database including a confidential personnel record for employees of the College.

2. Prepare new joiner paperwork including offer letters, reference requests and induction packs.

3. Maintenance of accurate absence records along with monitoring of sickness absence and administration of the Bradford Factor scheme.

4. Setting up new starters and carrying out right to work checks.

5. Liaising with Heads of Departments to manage and monitor probationary periods.

EMMANUEL COLLEGE

HR Administrator JD July ‘19
6. Co-ordinate recruitment activity including advertising and arranging interviews. Assisting with drafting job descriptions and further particulars.

7. Drafting letters including personal and mortgage references, for review by Head of HR

8. Update Policies and Benefits as directed.

9. Organisation of staff training i.e. Manual Handling and Fire Safety Training and training requiring external consultants as required.

10. Preparation of management information from the Payroll/HR database on a regular basis as required.

11. Drafting Contracts of Employment.

12. Provide support to Heads of Departments and Line Managers in relation to College policies, procedures and legislation e.g. absence policy, performance Management and Working-time directive.

13. Managing the Specsavers Eye Care Voucher scheme or alternative healthcare voucher scheme offered by the College.

14. General HR administration as required by the Head of HR, Bursar or College Officers.

15. Maintain records pertaining to Permanent Health Insurance or similar schemes as may be introduced from time to time - and liaise with the relevant bodies.

16. Minute taking during HR meetings.

17. Supporting the Payroll function during busy periods, as directed and where necessary


19. Any other duties and responsibilities consistent with the post of HR Administrator as may from time to time be required.

20. To observe the Computer Acceptable Use, the College Equal Opportunities and the Health & Safety Policies at all times. Copies of these policy documents will be given to you during your induction process and are available on the College website.