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| **Job title** | HR Administrator |
| **Department/Section** | Human Resources, Corporate Directorate |
| **Location** | Head Office, 36 Montefiore Road, Hove, BN3 6EP  Travel to other Grace Eyre staff locations will be required according to business needs |
| **Reporting to…**  **(title of line manager)** | HR Manager |
| **No of staff responsible for** | N/A |
| **Salary/Working time** | £18,956 per annum  Based on full time, 37.5 hours per week |
| **Any specific working conditions (lone working, unsocial hours, shifts/ working patterns)** | Blended work model with a mix of working from home and from the head office |
| **Summary of the role**  **- General nature, main Purpose and Objectives** | To provide high quality and comprehensive HR administration to Grace Eyre’s employees, trustees & volunteers across all areas of Human Resources. |
| **Key Tasks and responsibilities**   * Coordinate the recruitment process from advertising roles to organising interviews, liaising with the recruitment manager throughout the process * Administer the new starter process for employees and volunteers including DBS, Right to Work checks and individual risk assessments * Draft offer letters, contract of employment and change of terms letters * Prepare the monthly payroll information and collate any specific paperwork to send to the outsourced payroll service, acting as a liaison * Update and maintain all employee and volunteer records on our CRM system * Prepare agendas and note take in various meetings as directed by the HR Manager * Provide administrative support for case work as directed by the HR Advisor or HR Manager * Create photo ID cards for employees and volunteers * Administer the leaver process including delivering exit interviews * Pull regular and adhoc HR data reports * Audit checks when required on DBS and drivers’ licences * Advise employees on health and well-being benefits and process requests, such as the cycle to work scheme and Employee Assistance Programme * Answer any adhoc questions from employees, managers and volunteers, sign posting to relevant departments * Contribute to HR projects as required * Support the Learning & Development function with administrative tasks such as logging employee’s competed training, book training facilities, update the NMDS data and answer training queries from the training email as required   **Key results/objectives**   * Positively represent the Grace Eyre image by ensuring all candidates have a smooth recruitment experience * Ensure employee and volunteer data is regularly audited and kept up to date so managers can access meaningful people data reports | |

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| **Criteria** |  |  |
| **Qualifications/Education required for the role**   * Working towards a CIPD qualification |  | Desirable |
| **Skills/competencies/abilities - technical, organisational, communicative and creative skills expected from an ideal candidate**   |  | | --- | | * Excellent communication skills both verbally and written and the   ability to communicate effectively at all levels   * Strong organisational skills with the ability to manage a busy and   varied workload   * Excellent time management skills and ability to prioritise * Ability to work with a wide range of people in a calm, supportive yet   assertive manner   * Ability to support the team in implementing change, to work creatively and welcome innovative ideas | | Essential  Essential  Essential  Essential  Essential |  |
| **IT skills required – Packages and level of skill required**   * Good working knowledge of Microsoft packages * Experience is working with CRM / HR software | Essential | Desirable |
| **Knowledge & Experience**   * Experience in an administration role * Knowledge and understanding of HR best practice * Up to date working knowledge of employment law * Understanding of and committed to diversity and equality of opportunity | Essential  Essential | Desirable  Desirable |

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| **Standard Statements for all roles** |
| Where duties and responsibilities change, the job description will be reviewed and amended in consultation with the employee |
| The role holder will be expected to carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division |
| The role holder should actively follow business procedures and policies including Equal Opportunities policies |
| The role holder will maintain an awareness and observation of Fire and Health & Safety Regulations |
| The role holder will uphold the 7 principles of the Social Care commitment:   1. I will always take responsibility for the things I do or don't do 2. I will always promote and uphold the privacy, dignity, rights, health and wellbeing of people who need care and support. 3. I will work co-operatively with others to ensure the delivery of safe, high-quality care and support. 4. I will communicate in an effective way to promote the wellbeing of people who need care and support. 5. I will respect people’s right to confidentiality, protecting and upholding their privacy and dignity. 6. I will improve the quality of the care and support I provide by constantly reflecting on and updating my own knowledge, skills and experience. 7. I will promote equality, diversity and inclusion by treating all people fairly and without bias. |