

Job Description

Job Title:	HR Administrator
Working Arrangements:	40 hours per week
Responsible To:	HR Lead

Role Summary:

To provide general administration support to the HR department and assist in providing a highly effective and efficient HR service.

Main Responsibilities

HR Systems and Processes & Data Management

To ensure systems and processes are continuously improved and meet the needs of the developing organisation.

To ensure HR systems are regularly maintained and updated specifically:

- Responsibility for ensuring HR records and systems are accurate, up to date and comply with the principles of the data protection act (including all manual and computerised employee records)
- Ensure that employee personnel files are maintained to the required standard and are fully compliant with CQC guidelines.
- To be proactive in developing and implementing robust systems in area of work which ensure that HR services are planned, co-ordinated, delivered and monitored effectively
- Assist in the maintenance of employee data on the Computerised HR Information System (Core HR)

General

- Provide telephone cover as required
- Work effectively as part of the HR team
- Distribute monthly payslips
- Ensure notice boards are kept up to date

- Take action first line HR queries
- Attend meetings as a minute taker
- Complete any photocopying, filing, typing, or archiving duties as requested. Work as part of the hospital team to perform any other duties that may reasonably be requested by the HR Lead
- Work closely with the HR Lead (line manager)
- Making employment offers and producing all relevant information including contract and offer letters
- Processing DBS's
- Recording appraisals and other relevant data
- Complete all reference requests for past employees
- To actively partake in the recruitment process as and when required including checking Onboarding packs and arranging start dates
- Recording and maintain accurate annual leave records
- To support in processing payroll data monthly, specifically changes in contract, annual leave and sickness
- Running weekly HR compliance reports and ensuring HR system holds accurate information.
- Supporting at investigation and grievance meetings.
- Liaise with central onboarding team to help arrange interviews, support with recruitment pipeline.
- Arrange and undertake retention and exit interviews.
- Feedback recruitment update at weekly Heads of Department meetings.
- Work alongside Finance Assistant to submit monthly payroll information.
- Support with booking staff training.
- Running weekly training compliance reports for all departments.

Security

To take all possible precautions to safeguard the welfare and safety of staff, patients, visitors and the public by implementing all policies and procedures relating to security.

Health & Safety:

To comply with the provisions of Health & Safety at Work Act 1974 and other relevant legislation and taking personal responsibility for own safety and health whilst at work.

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake duties as directed by the Office Manager that are within the competence of the post holder and compatible with the expectations of the post.

This job description is an outline and account of the main duties of the post at the time of writing and does not form a part of the contract of employment. It will be reviewed

periodically and amended following consultation between employee and immediate manager.

I confirm receipt and acceptance of this job description

Signed

Name (print)

Date