## **HR Administrator**

## **Reports To**

HR Manager

## **Job Overview**

#### The Purpose of the HR administrator is to be first point of contact for all HR, recruitment and training related queries. You will provide administrative support to the HR manager which supports the organisations overall strategic aims and objective ensuring that all work is completed in a timely and accurate manner.

## **Responsibilities and Duties**

#### To provide general administrative support to the recruitment process including:

#### Placing adverts

#### Manage candidate correspondence including application forms

#### Manage invitations to interviews

#### Preparation of shortlisting and selection documentation for managers

#### Ensure that accurate job descriptions are in place

#### To ensure all pre-employment checks are complete

#### To maintain and update electronic and hard copy personnel records system, containing all employment-related information

#### Maintaining training records making sure all staff are up to date with mandatory training

#### Planning and delivering training

#### To prepare letters and contracts for any changes to employee terms and conditions

#### To provided general administration support to the HR department as required including filing, answering telephone, scanning and photocopying

#### To ensure that payroll information is actioned and submitted accurately and in a timely manner

#### To ensure that all staff members who use their car in connection with the business provide the relevant paperwork and also making sure all records are kept up to date

* Update sickness and holiday reports

#### Maintain appropriate confidentiality of information relating to Company and its employees and maintain compliance with the Data Protection Act

#### Identify, build and maintain effective relationships with external customers and encourage the involvement of local community

#### Adhere to and assist with completing risk assessments

#### Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions

#### Maintain up to date knowledge regarding legislation

## **General Responsibilities**

#### All staff must comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities, Confidentiality and Data Protection

#### Take responsibility for own personal and professional development, in line with agreed annual performance objectives

#### To undertake any other tasks and duties that may be reasonably requested by management

* Attend and complete actions from regular supervision sessions with line manager
* Attend regular staff meetings, training days and other training as required

#### Take responsibility for own personal and professional development, in line with agreed annual performance objectives

* Effective and efficient use of the Cezanne HR system