

**Role: HR Administrator**

**Department: Business Services**

**Location: East Midlands**

**Accountable to: Head of People, Business Services and Transformation**

### **Function of role**

The HR Administrator responsibilities will include providing administrative support to the HR function, supporting the delivery of the day to day responsibilities of HR.

### **Accountabilities**

Deliver the operational day to day responsibilities of HR, including but not exclusive to;

- Support the maintenance of employee records including staff files and the Single Central Record
- Update internal databases as directed or delegated
- Ensure staff absence is inputted and the data is monitored, supporting the HR Advisor in follow up actions in sickness and produce raw data.
- Support the end to end recruitment process, including liaison with recruitment agencies
- Support the HR advisor in preparing reports on HR metrics i.e. sickness, growth and retention figures
- Lead the operational tasks of onboarding of new starters - to include reference checks, running DBS', obtaining new starter documents as determined.
- Support the HR Advisor with payroll processing and documentation
- To provide general administration within the HR department, to include filing, telephone answering, scanning, photocopying and emails.
- Support HR Advisor and Head of People, Business Services and Transformation in the implementation of projects as required.
- Assist the Business Manager in the running of vehicle checks
- To complete well being calls to identified staff who have failed to complete safe and sound checks.

### **Performance indicators**

Adherence to accountabilities and responsibilities

Compliance with organisation's policies and procedures

Performance as observed by colleagues and young people

Impact and outcomes for young people

## **Key values and ethos of organisation**

Trust

Innovation

Achievement