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Job Description

HR Administrator

ellenor.org

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Registered Charity No: 1121561

[@ellenorcharity](https://www.instagram.com/ellenorcharity)



Job Title: HR Administrator

Department: HR

Contract Terms: Part-Time, 22.5 hours per week

Salary: £13,622 – £14,245 per annum

Location: Swanscombe DA10 0AB & Gravesend DA11 7HQ

Responsible To: HR Adviser

Accountable To: Head of HR

Manages: N/A

About Us:

The organisation has in-patient ward, at the Hospice in Northfleet, comprehensive adult and children and young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).



Scope and Job purpose

Role Purpose:

Accountable to the Head of HR and reporting to the HR Adviser, the HR Administrator will support the Human Resources function to provide a comprehensive, proactive and efficient service throughout the organisation to managers, employees and volunteers. The role holder will assist with the day-to-day operations of the HR team, maintaining effective and accurate HR records and systems.

Internal Key Relationships

- Clinical teams
- Executive team
- Marketing and Communications team
- Fundraising team

Health and Safety

The post holder has the responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.

This job description is not intended to be restrictive but is an outline of the main duties. The job description will be reviewed periodically to take into account developments in the organisation, department or role.



Main Duties and Responsibilities

The duties outlined below are not definitive and may be changed in accordance with the needs of the organisation.

Recruitment

- Process all arrangements for advertising posts and liaise with managers and external agencies within the agreed timeframe.
- Manage all applications via HR System
- Arrange interviews and support interviews as required, i.e. assisting with assessments
- Action pre-employment checks for successful candidates (request and chase references, right to work in UK, DBS checks, OH checks and notify the HR Adviser of any concerns)
- Collect and collate data relating to every round of recruitment.
- Co-ordinate start-up arrangements and necessary documentation for new employees
- Provide line managers with forms and prompts to facilitate the induction and probation processes.
- Update/complete vacancy on the HR System when vacancy is filled.
- Prepare offers and contracts.

HR Administration

- Maintain up-to-date records relating to all areas of HR activity, including sick absence, annual leave, individual staff files and records.
- To observe a high level of confidentiality and demonstrate respect for all individuals regardless of circumstance or matter in hand.
- Assist with keeping the e-learning system up to date.
- To monitor the recording of sickness by managers on Carval self-service and to record Self Certificates and Return to Work forms.
- To follow up three yearly/annual on-line DBS checks and annual professional registration checks and insurance.
- Respond to all incoming reference requests.
- To administer end of probation procedures for staff.
- To assist in the preparation of letters and contracts to staff as directed by the HR Adviser, ensuring all documentation is proof-read for accuracy and is grammatically correct.



- To file any letters or documents in staff electronic personnel files and maintain files accordance with **ellenor** protocols.
- To prepare identity badges as required
- Run reports from the HR System as requested.
- Under the direction of the HR Adviser or Head of HR, takes notes at formal employee meetings to support the preparation of documentation cases under formal proceedings i.e. disciplinary, grievance, sickness
- To respond courteously and politely to incoming emails, enquiries, processing information accurately, objectively and in a kind manner.
- To present written work in a neat, clear and concise way.
- To work as a member of the team, remembering that our team goal is to provide the best support for employees and managers.

HR Systems

- To administer passwords and logins for members of staff on HR System and Self Service
- To administer and process all aspects of the HR System
- Deal with ad hoc requests for reports and information from management
- To assist staff with payroll queries in the Payroll & HR Administrator's absence and where necessary cover in the role when required.
- Be proactive in analysing gaps or weaknesses in current processes and systems and taking responsibility for devising and implementing improvements.

General:

- Adapts and develops in line with the changing needs of the role,
- Acts as an ambassador for **ellenor** in order to raise the profile of the organisation at a local, regional and national level, as required,
- To maintain up to date mandatory and essential to role training
- Works flexibly across sites and departments from time to time as may be requested by their managers,
- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers,
- To follow all policies and procedures,
- To be aware of the staff values of the ellenor and to behave as a fit representative.

Person Specification

All criteria are essential unless stated otherwise.

Job Title: HR Administrator

Education / Qualifications

- Qualified to GCSE level with English & Maths Grade 5 or above and/or equivalent qualification.

Experience

- Previous experience working in a HR environment and/or administration environment.
- Previous experience using HR systems. (Desirable)
- Previous experience working with a charity or retail company. (Desirable)
- Working with the recruitment/management of volunteers (Desirable).

Knowledge, Skills, and Attributes

- Ability to prioritise own workload
- Must be able to work within a team and be a team player
- Confident, articulate, professional attitude, analytical and organised.
- Resilient in coping with complex and sensitive people issues.
- Maintain a confidential environment.

