



## Job Description

**JOB TITLE:** HR and Training Administrator

**RESPONSIBLE TO:** HR Adviser

**ACCOUNTABLE TO:** Director of HR

- To support the provision of a comprehensive, proactive and efficient Human Resources service throughout the organisation to managers, employees and volunteers under the guidance of the Head of HR and HR Manager.
- To assist with the day to day efficient operation of the HR team, maintaining a high standard of work at all times
- To maintain effective and accurate HR records and systems (computerised and manual).

**Key Responsibilities:**

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| <b>1. HR Generally</b>  |
| <ul style="list-style-type: none"> <li>▪ Substitute, where possible, for the HR Adviser in their absence (non-working days, sickness &amp; holidays)</li> <li>▪ Deal with ad hoc requests for reports and information from management</li> </ul>  |
| <b>2. Recruitment</b>   |
| <ul style="list-style-type: none"> <li>• Process all arrangements for advertising posts and liaise with managers and external agencies</li> <li>• Manage applications via HR database</li> <li>• Arrange interviews and support interviews as required; ie running tests</li> <li>• Action pre-employment checks for successful candidates (request and chase references, right to work in UK, DBS checks, OH checks and notify the HR Manager of any concerns)</li> <li>• Collect and collate data relating to every round of recruitment.</li> <li>• Co-ordinate start-up arrangements and necessary documentation for new employees</li> <li>• Provide line managers with forms and prompts to facilitate the induction and probation processes</li> <li>▪ Update/complete vacancy on the HR Database when vacancy filled</li> <li>▪ Prepare offers and contracts</li> </ul> |
| <b>2. HR Records</b>  |
| <ul style="list-style-type: none"> <li>▪ Maintain up-to-date records (manual and computerised) relating to all areas of HR activity, including sick absence, annual leave, individual staff files and records.</li> <li>▪ Assist with keeping the e-learning system up to date</li> <li>▪ To monitor the recording of sickness by managers on carval self-service and to record Self Certificates and Return to Work forms</li> </ul>   |

<ul style="list-style-type: none"> <li>▪ To follow up three yearly/annual on-line DBS checks and annual professional registration checks and insurance</li> <li>▪ Respond to all incoming reference requests</li> <li>▪ To administer end of probation procedures for staff</li> <li>▪ To assist in the preparation of letters &amp; contracts to staff as directed by the HR Adviser</li> <li>▪ To file any letters or documents in staff electronic personnel files and maintain files accordance with <b>ellenor</b> protocols.</li> <li>▪ To prepare identity badges as required</li> <li>▪ Run reports from the HR database as requested</li> </ul>
<b>3. Legal and Governance</b>
<ul style="list-style-type: none"> <li>▪ Review or update any policies as directed the HR Manager or Director of HR</li> <li>▪ To update any HR forms as required</li> <li>▪ To ensure that manual and computerised data is managed and up-to-date within the requirements of the Data Protection Act</li> </ul>
<b>4. Training</b>
<ul style="list-style-type: none"> <li>▪ To identify personal training needs and seek to meet these as efficiently as possible</li> </ul>
<b>5. General</b>
<ul style="list-style-type: none"> <li>▪ Substitute, where possible, for the HR Adviser in their absence (non-working days, sickness &amp; holidays)</li> <li>▪ To train new members of staff on Self Service</li> <li>▪ To administer passwords and logins for members of staff on core HR database and Self Service</li> <li>▪ To administer and process all aspects of the core HR database</li> <li>▪ Deal with ad hoc requests for reports and information from management</li> <li>▪ To assist staff with payroll queries in the Payroll &amp; HR Administrators s absence and where necessary cover in the role when required.</li> <li>▪ To observe a high level of confidentiality and demonstrate respect for all individuals regardless of circumstance or matter in hand.</li> <li>▪ Under the direction of the HR Adviser or Director of HR, takes notes at formal employee meetings to support the preparation of documentation cases under formal proceedings ie disciplinary, sickness</li> <li>▪ To respond courteously and politely to incoming emails, enquiries, processing information accurately, objectively and in a kindly manner.</li> <li>▪ To encourage staff to raise issue with line managers or senior managers in accordance with the grievance procedure.</li> <li>▪ To present written work in a neat, clear and concise way.</li> <li>▪ To work as a member of the team, remembering that our common goal is to manage an efficient and effective organisation to provide the very best of care for patients and families</li> <li>▪ Be proactive in analysing gaps or weaknesses in current processes and systems and taking responsibility for devising and implementing improvements</li> </ul>

#### GENERAL

- To be aware of the philosophy of **ellenor** and to behave as a fit representative.
- To be aware of guidelines stated in staff handbook and all relevant policies and procedures.
- To undertake annual performance review when personal development plan will be discussed.
- ◆ To attend statutory training courses as required.

- ◆ At **ellenor** we are committed to creating and managing a safe working environment for all our staff, visitors, volunteers and patients. All **ellenor** employees are expected to know, understand and deliver their safety responsibilities. All **ellenor** employees may be set at least one safety objective by their manager or supervisor which must be delivered if they are to meet their objectives.

Postholder's Name .....

Postholder's Signature ..... Date .....

Manager's Name .....

Manager's Signature ..... Date .....

*This Job Description will be regularly reviewed*