

HR Administrator Job Description

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| Responsible to: | Senior Manager – Human Resources, Children’s Services | |
| Responsible for: | To assist with the day to day administrative support and contribute to the long term development of the HR/Recruitment function in particular during periods of high level recruitment, development and growth of the business. | |
| Principles Contacts | External Contacts - Other employers/suppliers/agencies/candidates Internal contacts – HR Coordinators / Head of HR / Operations Management and Staff | |
| | <p>Key Tasks</p> <ul style="list-style-type: none"> • Preparation of application packs for recruitment purposes • Preparation of interview packs including CV’s and interview questions • Assisting with the organisation and co-ordination of assessment events held off site, meeting and greeting candidates, obtaining copies of all relevant employment documentation • Assisting with the issue of formal offer letters and accompanying documentation • Processing employment reference requests and ensuring these are returned in a timely manner • Assisting with Disclosure Scotland/SSSC process as and when required • Assist with the processing of new starters, leavers and weekly payroll information • Maintain the HR filing system, in particular preparation of electronic staff files ensuring that requisite documentation is filed in accordance with company procedures • Provide general HR administrative support to HR Coordinators • Liaise with Training department regarding the organisation of induction programme <p>General Tasks</p> <ul style="list-style-type: none"> • Participate in HR Projects • Undertake ad-hoc duties related to the HR function, as identified | |
| General Principles | <ul style="list-style-type: none"> • Maintain an appropriate awareness of and work effectively within the policies and procedures of Care Visions • Operate Safely within the workplace and maintain a high standard of housekeeping • Act in a professional manner at all times and maintain confidentiality of information • Undertake adhoc duties related to the HR function as may be assigned • Committed to upholding and safeguarding the young people to whom we provide support, protecting their rights, and working co-operatively to create a high standard of care for customers receiving services from Care Visions. • Promote the organisations ethos of providing an appropriate environment utilising the Sanctuary model | |
| General | <ul style="list-style-type: none"> • Undertake other reasonable HR tasks as requested | |
| Reviewed | November 2016 | |
| Person Spec | Essential | Desirable |
| Qualifications and Experience | <ul style="list-style-type: none"> • Minimum of 2 years in a busy operations and or HR environment underpinned preferably with a SVQ/NVQ Level 2 equivalent • Strong administrative skills • Strong organisational skills, with a sound working knowledge of office systems • Ability to operate effectively within a team and a proactive problem solving approach • Competence with Microsoft Office applications – word/excel/powerpoint • Good attention to detail • Ability to work in a confidential environment | <ul style="list-style-type: none"> • HR/Recruitment database knowledge • Previous experience in a high volume recruitment environment |