



JOB DESCRIPTION

JOB TITLE: HR Administrator

OFFICE LOCATION: Head Office, Cardiff

LINE MANAGER: HR & Pensions Manager

SUPERVISORY RESPONSIBILITIES: None

PRINCIPAL JOB PURPOSE:

To work as part of a team to support the HR & Pensions Manager in providing an efficient and effective HR service to projects and organisation as a whole.

DUTIES & RESPONSIBILITIES

General

1. Act as the first point of contact dealing with routine correspondence and phone calls not requiring the personal attention of the HR & Pensions Manager
2. Provide basic advice on policies and procedures to staff and managers where required
3. Record all incoming and outgoing HR mail
4. Chase all outstanding information
5. On a weekly basis roll out the Organisation's policies
6. Ensure that appropriate standards of confidentiality and security are maintained in the HR Department and the Organisation as a whole and any issues or concerns are brought to the attention of the HR & Pensions Manager
7. Ensure all necessary processes are completed when staff leave the Organisation
8. Whilst complying with data protection guidelines, maintain all relevant filing and archiving processes
9. Maintain a flexible approach to the role, undertaking other tasks as reasonably identified by the HR & Pensions Manager which are consistent with grade

Information systems

1. Maintain all HR computerised and manual databases, records and information systems and produce reports and give advice where required
2. Support the development of HR systems and train staff in their use where required

Absence Management

1. In line with the Organisation's policies and procedures, maintain online sickness and holiday records, investigate discrepancies and produced reports as requested

Recruitment

1. Ensure all staff are recruited in line with the Organisation's recruitment and selection policy including:
 - i. Liaising with recruitment agencies,
 - ii. Preparing/updating vacancy information
 - iii. Arranging Welsh translation
 - iv. Collating and sending out application packs
 - v. Maintaining and preparing shortlisting and interview packs
 - vi. Undertake all relevant correspondence in relation to the recruitment process including requesting references
 - vii. Process and monitor DBS checks
 - viii. Discuss start dates and working patterns for new staff
2. Inform Managers of due dates for Probationary periods and Annual Appraisal's. Prepare and send the relevant paperwork and monitor the meeting of deadlines

Payroll

1. Update the Excel payroll spreadsheets with details of new staff, leavers, sickness absence, unpaid leave and maternity / paternity leave

Other

1. Uphold the Organisation's Equal Opportunities Policy
2. Promote the good name of the Organisation and effective working relationships with outside Organisation's
3. Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues and visitors

4. Attend staff meetings and participate in organisational training and development events where required
5. Participate in regular one-to-one supervision and annual appraisals and attend training as identified
6. Uphold the Organisations code of conduct
7. Uphold all the Organisations Policies and Procedures
8. Have an awareness and sensitivity to people from a wide variety of cultural backgrounds

Working Conditions:

Full time 35 hours per week

The post is based at TGP Cymru's Head Office in Cardiff

Core competencies (Applicable to all staff) alongside specific National Occupational Standards	
Communicating Effectively:	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
Respecting Individual and Cultural Differences:	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
Showing Team Spirit:	Develops effective relationships with colleagues and team members within and across the organisation
Managing Yourself:	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
Producing Results:	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
Embracing Change:	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

**PERSON SPECIFICATION AND
COMPETENCIES**

REQUIREMENTS:	ESSENTIAL/ DESIRABLE	HOW MEASURED
<p>COMPETENCIES (Specific to this role) (See Appendix 1) In line with the National Occupational standards (NOS), the post-holder will need to be able to:</p> <ul style="list-style-type: none"> • Operate Admin Systems • Use office equipment • Maintain information 	 E E E	Application Form (A) Interview (I) Documentation (D) Test (T) A A A
<p>QUALIFICATIONS GCSE/O Level standard of education including English language</p>	E	A - D

<p>COMPETENCIES AND OCCUPATIONAL STANDARDS</p> <p>These are statements which describe what the post-holder will need to be able to do, know and understand in order to achieve best practice:</p> <p><u>Operating Admin Systems</u></p> <ul style="list-style-type: none"> • BAA122 - Plan, implement and monitor administrative services to meet specified needs and recommend improvements where necessary • BAD131 – Monitor information systems • PROPA523 - Use Excel spreadsheet software to record data in rows and columns, and perform calculations with numerical data • ESKIWP1 - use Word processing software for the creation, editing and production of largely text-based documents <p><u>Maintaining Information storage</u></p> <ul style="list-style-type: none"> • BAD332 Use different information systems to store and retrieve information
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<p>EXPERIENCE REQUIRED FOR THIS POST</p> <ul style="list-style-type: none"> • Minimum of 2 years administrative experience • Experience of Microsoft Office packages including Word and Excel • Experience of devising and implementing administrative procedures • Previous experience of working within HR function • Working knowledge of HR issues and procedures 	<p>E E E D D</p>	<p>A A – I A – I A – I A – I</p>
<p>SPECIALIST TRAINING REQUIRED FOR THIS POST</p> <p>None specific</p>		
<p>OTHER</p> <p>The ability to speak Welsh</p>	<p>D</p>	<p>A – I</p>

APPENDIX 1

IMPORTANT INFORMATION:

When completing your Application Form, you should evidence as many elements as possible of the skills, knowledge and understanding indicated in the right hand column below to show how you meet all of the essential criteria/requirements outlined in the Person specification. If you also meet any of the desirable requirements, please also include evidence of this.

Before completing the application form, you should ensure you read ‘Guidelines for completing the application form’ as well as ‘Guidance on writing competency statements for a job application’.

Matching Competencies to National Occupational Standards Administrator	
When completing your Application Form you should evidence as many elements as possible of the skills, knowledge and understanding indicated in the right hand column.	
Essential Criteria:	We are looking for evidence of -
General Admin Experience	<ul style="list-style-type: none"> • Minimum of two years administrative experience • Experience of Microsoft Office packages including Word and Excel • Experience of devising and implementing administrative procedures
Competencies:	We are looking for evidence of -
Operating Admin Systems	<ul style="list-style-type: none"> • How you have implemented administrative procedures according to agreed plans and checked that they are being used correctly • How you have used Word and Excel and/or similar software
Use of office equipment	<ul style="list-style-type: none"> • How you are able to use a range of office equipment
Maintaining Information Storage	<ul style="list-style-type: none"> • How you have used different information systems to store and retrieve information