

Job Title	HR Administrator
Department	HR
Reports to	Head of HR
<p>Purpose of the Job:</p> <p>The HR administrator will provide efficient and timely day to day administration support within the HR department on a wide range of areas affecting both the HR function and the wider business.</p>	
<p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Starters, leavers and change processes including:- <ul style="list-style-type: none"> ○ Issuing offer letters ○ Communicating effectively with candidates during the compliance checking process ○ Recruitment administration, including referencing and compliance checking ○ Liaising with external customers to obtain reference information ○ Evaluating information, requesting additional supporting information and escalating when appropriate ○ Prioritisation of tasks according to deadline ○ Accurately producing offer letters and new starter contracts ○ Accurately updating excel spreadsheets ○ Issuing contract change letters ○ Liaising with managers and wider members of the Glenside team to ensure effective communication of new starters and leavers on their services ○ Issuing contract change letters and amending data to reflect changes ○ Ensuring changes are made on payroll system (Sage) ○ Coordination of exit interviews for all leavers and collating data • Work with Training and Development Manager to confirm new starters for induction • Work with payroll to coordinate sickness and absence notifications • Project work - to review how processes can be changed to fit corporate objectives • Providing support to colleagues with HR administrative queries • Liaising and communicating with internal and external stakeholders. • Compliance checking <ul style="list-style-type: none"> - NMC and HCPC pins - Processing of DBS applications and renewals - Immigration – Home office • Responsible for the coordination of maternity and paternity leave processes • Coordination and delivery of uniform orders • HR filing and archiving • Other HR related activities which may occur from time to time 	

Competencies

Effective Communication	
<p>Key Indicators</p> <p>Covers communication through written, electronic or visual means and oral communication, in both informal and formal situations.</p> <p>Ability to convey basic factual information clearly and accurately; conveying information in the most appropriate format; and explaining complex or detailed special communication</p> <p>Ensure adherence to policies and procedures</p> <p>Resolving conflicts where tact and diplomacy are required</p>	<p>Behaviour</p> <p>Information is well structured, clear and concise</p> <p>Methods are chosen and tailored to aid understanding and meet the needs of the audience.</p> <p>Is able to direct people to the appropriate policies, at the same time developing the knowledge of our colleagues</p> <p>Takes timely action to correct any misunderstandings or mistakes</p>
Compliance	
<p>Key Indicators</p> <p>Provides guidance to client group about what is 'right for the business, employees, and the service users</p>	<p>Behaviour</p> <p>Provides advice and support for values, practices and policies that sustain ethical and legal matters</p>
Customer Focus	
<p>Key Indicators</p> <p>Maintains focus on customer's key demands</p>	<p>Behaviour</p> <p>Looks for ways to add value to stakeholders by improving his/her own processes</p> <p>Assists stakeholders group to determine how to access and interpret meaningful information for decision making</p>

Personal Attributes	
<p data-bbox="204 199 395 230">Key Indicators</p> <p data-bbox="204 277 708 349">Supports the organisational vision and strategy</p> <p data-bbox="204 551 746 622">Takes personal responsibility to grow and change</p> <p data-bbox="204 745 699 777">Exhibits highest day-to-day standards</p>	<p data-bbox="774 199 911 230">Behaviour</p> <p data-bbox="774 277 1326 425">Shows commitment and demonstrates initiative. Takes personal accountability to meet work demands to the highest standards</p> <p data-bbox="774 551 1326 698">Continuously learns by proactively seeking performance feedback and identifies approaches to improve own and others performance</p> <p data-bbox="774 745 1326 896">Demonstrates a high level of business ethics and consistently adheres to and promotes key values and principles in all business and personal transactions</p>