

Job Description

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| Service: | HR |
| Job title: | HR Administrator |
| Grade: | C |
| Hours of work: | 37 hours per week |
| Responsible to: | HR Manager – Project Delivery |
| Responsible for | |
| Direct reports: | 0 |
| Indirect reports: | 0 |
| Budget: | 0 |
| Purpose of Post: | |
| We are looking for an HR Administrator to provide accurate and timely Recruitment and Learning and Development administration, in areas but not limited to: | |
| <ul style="list-style-type: none">• Managing shared inbox responses• Completing pre-employment checks for new starters• Creating and issuing new contracts of employment• Advertising new positions for recruitment, then supporting managers with the full recruitment lifecycle• Course administration for learning and development• Provide system administration and day-to-day support for the HR and Learning system | |

Key Deliverables:

- Maintaining electronic employee records
- Providing robust administration support for Recruitment and L&D activities
- Provide administrative support to Recruitment, L&D and HR related projects and initiatives including research
- Ensuring HR databases and spreadsheets are regularly monitored and kept up to date, liaising with the wider HR team where necessary to gather any information required
- Update the intranet pages in order to notify existing staff of available internal positions or opportunities
- Provide new employees with onboarding literature and arrange new starter inductions
- Course administration for learning and development
- Provide system administration and day-to-day support for both the HR and Learn system
- Submit and chase references for new and existing employees as well as responding to reference requests
- Checking progress of DBS applications
- Provide administrative support to the wider HR team as required and assist the team to provide a proactive HR service
- Answer incoming enquiries via email and phone and respond to all queries in a timely manner
- Any additional admin support for the HR service, including producing standard employee letters as directed

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| Knowledge and Qualifications | <ul style="list-style-type: none"> • GCSE Maths and English (or equivalent) (E) • Knowledge of HR's function within an organisation (E) • Understanding of Recruitment lifecycle and best practice (D) • Desire to learn new skills (E) |
| Experience | <ul style="list-style-type: none"> • Previous admin, office-based experience supporting a busy team (E) • Previous experience working with all MS Office applications (E) • Any previous experience of supporting an HR function (D) |

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| Skills and Abilities | <ul style="list-style-type: none"> • Clear and concise written and spoken communication skills (E) • Ability to prioritise own workload and be self-motivated whilst also working closely with the HR team (E) • Good IT skills including Outlook, Word and able to perform searches on Excel (E) • Strong attention to detail with a keen eye for data and ensuring that all admin is correct and produced to a high standard (E) • Ability to work with confidential material and maintain confidentiality in all working practices (E) • Ability to follow instructions and work to deadlines (E) • Ability to communicate effectively at all levels, including externally (E) |
| Decision Making and Impact on Others | <ul style="list-style-type: none"> • Responds confidently to all queries and is able to execute tasks without constant need for supervision (E) • Responds in a timely manner which allows the business to perform at optimum staffing capacity (E) |
| Communication with Internal and External Customers | <ul style="list-style-type: none"> • You will work internally communicating with all existing employees at HDC as well as externally with candidates applying for new roles, as well as undertaking reference checks and responding to any other HR queries. • Internal customer contact 50% • External customer contact 50% |
| Personal Attributes and Other Requirements | <ul style="list-style-type: none"> • A good team worker demonstrating loyalty and commitment to the organisation and team members (E) • Understanding and commitment to equality and diversity (E) • High level of attention to detail (E) • Friendly and engaging with a positive outlook (E) • Commitment to our HDC values (E) |

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| HDC values | <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p> |
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.