

Job Description

Service:	HR and OD
Job title:	HR Administrator – Local Government Reorganisation (LGR)
Grade:	C
Hours of work:	37
Responsible to:	Head of HR and OD
Responsible for	
Direct reports:	N/A
Indirect reports:	N/A
Budget:	N/A

Purpose of Post:

The HR Officer plays a key role in supporting the Council through a period of significant organisational change, including preparation for Local Government Reorganisation (LGR).

The postholder will provide practical HR support across data cleansing, data gathering, workforce insight and project administration, ensuring accurate, timely and reliable information is available to support decision-making. The role will work closely with HR colleagues, managers and corporate teams to help ensure the organisation is well-prepared for transition.

Key Deliverables:

- Support HR activity linked to Local Government Reorganisation (LGR), including data preparation, coordination and administrative support.
- Undertake data cleansing and validation across HR systems to ensure records are accurate, complete and up to date.
- Gather, compile and analyse workforce data to support planning, reporting and assurance activity.
- Maintain accurate records, trackers and documentation to support LGR-related workstreams and HR projects.
- Provide project administration support, including meeting coordination, note-taking, action tracking and document management.
- Support the preparation of reports, briefings and workforce information for senior managers and corporate groups.
- Respond to queries from managers and colleagues, providing clear and professional HR support.
- Work collaboratively with HR colleagues to support wider operational HR activity where required.
- Contribute to continuous improvement of HR processes, data quality and ways of working.
- Carry out any other duties appropriate to the level and nature of the role.




	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
GCSEs (or equivalent), including English and Maths	Essential	Application
Working knowledge of HR administration or workforce data processes	Essential	Application / Interview
HR qualification or working towards (e.g. CIPD Level 3)	Desirable	Application
Experience		
Experience in an HR, administrative or project support role	Essential	Application / Interview
Experience handling data, records or reports with a high level of accuracy	Essential	Application / Interview
Experience supporting projects or change activity	Desirable	Interview
Experience in the public sector or large organisation	Desirable	Application



Skills and Abilities		
Strong attention to detail and ability to work accurately with data	Essential	Application / Interview
Good IT skills, including use of Microsoft Office (Excel, Word, Outlook)	Essential	Application / Interview
Ability to organise and prioritise workload to meet deadlines	Essential	Interview
Clear written and verbal communication skills	Essential	Interview
Ability to work independently while contributing positively to a team	Essential	Interview
Problem-solving skills and willingness to suggest improvements	Desirable	Interview
Decision Making and Impact on Others	<p>The postholder will make decisions relating to data accuracy, prioritisation of tasks and day-to-day HR support activity.</p> <p>These decisions will directly impact the quality of workforce information and the Council's readiness for organisational change, including LGR.</p>	
Communication with Internal and External Customers	<p>The role involves regular communication with internal stakeholders including HR colleagues, managers and corporate teams.</p> <p>Internal customer contact: 90%</p>	



	External customer contact: 10% (where required for data or information gathering)
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential (D) Desirable</p>	<p>Organised, methodical and reliable approach to work. (E)</p> <p>Comfortable handling confidential and sensitive information. (E)</p> <p>Adaptable and able to respond positively to changing priorities. (E)</p> <p>Proactive, with a willingness to learn and develop HR knowledge. (E)</p> <p>A team player who demonstrates commitment to organisational values. (E)</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</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>



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.