

ROLE **PROFILE**

JOB TITLE: HR Administrator

REPORTING TO: HR Officer

TEAM: HR Team

JOB OVERVIEW

Working in conjunction with the HR Team to provide a pragmatic, accurate and comprehensive day-to-day administration service.

To support the delivery of key business projects within the HR Team and to support in the delivery of the ForHousing Corporate Objectives.

ABOUT THE ROLE



**FUTURE
FOCUSED**



**WORK
TOGETHER**



**ACT
WITH CARE**



**MAKE A
DIFFERENCE**

We have big plans driven by our priorities and underpinned by our values and principles. We don't focus simply on what we do – how we do it is equally important. It's the way we work.

Your main responsibilities will include:

- To ensure all HR Administrative tasks are completed proficiently and accurately.
- Undertaking the start to end administration processes for new starters and recruitment including:
 - preparation of recruitment materials
 - advertising, screening job applications, assisting in interviews - if required
 - source candidates by using databases, social media etc.
 - coordinate all payroll related activities
 - maintain the iTrent data base and provide reports as required
- To ensure the accurate and timely processing of payroll documentation including updating the HR

system and passing relevant information to the Payroll Department.

- Correct and accurate scanning and recording of documentation on the electronic Personnel files, ensuring all relevant data is kept secure in line with our data protection guidelines.
- To ensure that data on the HR Information System is maintained, input, stored and retrieved accurately and aligns to data protection including any hierarchy changes letters, emails and notifications
- Produce HR correspondence such as variation to terms and conditions letters, reference and other ad hoc letters suitable for the nature of the role
- Process sick notes and ensure they are filed on staff files
- Process payment of invoices in a timely manner on our internal finance system.
- Contribute towards development of the in-house HR/Payroll systems ensuring that enhancements are implemented and be the first point of contact for queries

WHAT WE ALL NEED TO DO

- To help us achieve our purpose of improving lives, we all live by our four main values: passion, openness, respect and trust.
- We support the organisation to make sure we continue to maintain and even exceed expectations, work to high performance and compliance standards and demonstrate value for money.
- Everyone adheres to data protection regulations ensuring that confidentiality is maintained around access to commercially sensitive or personal information in line with our policies and procedures.
- We thrive in an inclusive environment, where everyone is valued.
- Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.
- Everyone undertakes personal development activities which will support you in your job and help you continually innovate and reach your full potential.
- From time to time you may need to undertake other tasks commensurate with your role.

PERSON SPECIFICATION

Person Specification:

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	<ul style="list-style-type: none"> Good general standard of education (GCSE or equivalent standard in Maths and English) or equivalent CIPD Level 3 or equivalent (or working towards) 	<p>QC</p> <p>QC</p>
Experience, knowledge, skills and qualities	<ul style="list-style-type: none"> Evidence of previous administration experience Evidence of previous HR/Recruitment administration experience Experience of operating a computerised database systems Experience of the use of Microsoft Office Software in particular Word, Excel, Visio & Power Point. Experience use of Midland HR iTrent systems (Desirable) 	<p>T/AF/I</p> <p>AF/I</p> <p>AF/i</p> <p>AF/I</p> <p>AF</p>
Skills and abilities	<ul style="list-style-type: none"> High level of communication skills both written and verbal Able to work with demanding deadlines and prioritising workload. Ability to work accurately with attention to detail. 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Personal qualities	<ul style="list-style-type: none"> A strong commitment to high quality customer service Approachable and adaptable to situations Evidence an understanding of the need to comply with administrative procedures The flexibility and willingness to learn. High level of confidentiality & personal integrity 	<p>AF/I</p> <p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Other		

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YOU'RE THE **DIFFERENCE**



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