

**JOB DESCRIPTION**

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| **TITLE:**   | HR Administrator |
| **LOCATION:**  | Salem Street, Bradford  |
| **RESPONSIBLE TO:**  | Head of People Services |
| **ACCOUNTABLE TO:**  | Executive Director/s  |
| **PAY BAND:**  | £27,756 pa (potentially negotiable for suitably qualified candidates) |
| **HOURS:**  | Monday – Friday 37.5 hours pw (excl 30 min unpaid break) – the role will provide direct support to the Board of Trustees meeting, which takes place on an evening usually every two months. The postholder will be expected to arrange and attend this meeting in the evening to take minutes.  |

# Job Purpose

You will act as a key point of contact for the human resource activities undertaken by the

People Services function, working proactively and professionally with colleagues at all levels,

across the organisation and externally. You will undertake a range of recruitment duties,

including collating application forms for short-listing, sending out interview offers, preparing

for interviews, requesting employment references, and sending offer of employment letters to

successful candidates.

Your responsibilities will also include organising a range of meetings, producing high-standard minutes, managing the delegated mailboxes, handling correspondence, and flagging urgent matters—all while maintaining the utmost confidentiality of sensitive information.

**Main Duties**

The role fulfils two key functions, as follows:

**Support to HR**

1. Ensure the appropriate pre-employment checks are made for all prospective employees,

which will include Right to Work checks, Pre-Employment Health checks, and Disclosure

Barring Service clearance. This will involve distributing the appropriate documentation to

prospective employees and chasing up the return of these forms prior to individuals

commencing employment.

2. Assist with the employee life cycle, including responding to flexible working requests etc.

3. Assist in the employee departure process, including responding to resignation letters and

assisting with reference requests.

4. Provide cover for administration colleagues, which includes providing a reception service

 covering both telephone enquiries and greeting visitors to the service.

5. Be a point of contact for managers, team leaders, employees, and members of the public,

giving appropriate advice and answering a range of queries. This may include current status of advertised jobs, the administrative arrangements for the recruitment and selection process, basic advice on pay and terms & conditions of service e.g. annual leave entitlements.

6. Assist in maintaining and updating electronic HR records. This will include inputting new

starters, leavers, changes of address, working hours etc in a timely and accurate manner on to the HR systems and sending the appropriate information to the finance team.

7. Assist with the monthly payroll amendments process.

8. Assist in the setting up of meetings and collating appropriate documentation as required.

9. Assist the Head of People Services/SLT in producing various workforce information reports

 as required such as recruitment, absenteeism, and turnover.

10. Operate as a team player to ensure that knowledge, information, and research are shared

to enable colleagues to develop and provide a consistently high quality, cohesive, professional, and proactive service.

11. Ensure that the telephones are answered according to the telephone guidance and that

 messages are forwarded to the appropriate person accurately and in a timely manner.

12. Ensure that the current filing system and online HR system is kept up to date.

13. Undertake photocopying/scanning. At certain times this can be volume

 photocopying/scanning.

**Support to Senior Leadership Team**

14. To provide support with the administrative tasks relating to the activities of the senior

 leadership team and senior management teams.

15. To support senior managers with managing their inbox, flagging urgent emails and

 forwarding on to appropriate teams where necessary.

16. To organise and co-ordinate a variety of internal and professionals’ meetings including

 agenda preparation, chasing papers for meetings, sourcing of suitable venue, time,

 equipment.

17. To provide minute/note taking at meetings, ensuring typed notes are circulated to attendees

within the timeframes stipulated within Bridge policies/standard operating procedures.

18. To communicate with staff, external organisations and colleagues in a courteous, professional and timely manner at all times.

19. To deal with all day-to-day correspondence within the department – initiating appropriate

 responses in order to provide staff and other parties with required information in a friendly

 and professional manner.

20. To contact meeting delegates when meetings need to be rescheduled.

21. Further planning and organisational duties include but are not limited to:

* meeting regularly with the calendar owner to resolve any conflicting diary commitments.
* ensuring travel to and from meetings are scheduled into the diary.
* ensuring pre-meeting preparation time is scheduled into the diary.
* ensuring rooms are booked well in advance both internal & external. This may involve seeking quotes from external providers & arranging for payment of invoices.
* ensuring an agreed level of protected work time to allow managers time to complete tasks.
* ensuring an action plan for work to be submitted is planned for and time allocated well in advance of deadlines.
* ensuring diary commitments have full and complete detail and any agenda items or other notes that pertain to the diary entry are appended.

22. To support with any additional duties commensurate with skills and abilities.

**PERSON SPECIFICATION**

**Qualifications and Experience**

**Essential**

1. Substantial administrative support experience within a complex organisation.

2. Experience supporting the preparation of complex data-based reports.

3. Experience in the maintenance of information systems and databases.

4. Experience of working with IT and Microsoft packages including word, excel and power point and databases. Understand and observe strict confidentiality.

**Desirable**

5. Experience of working within a Human Resources administration (or similar) role. A Business Administration or Customer Service qualification.

**Skills**

**Essential**

6. Computer literacy with competency using the full Microsoft Office package and strong keyboard skills.

7. Effective verbal and written communication skills, displaying tact when dealing with sensitive issues.

8. Organisational and planning abilities to effectively prioritise work.

9. Ability to multitask, switching between a range of activities.

10. Demonstrates initiative and able to work without close supervision.

11. Able to work well under pressure and meet deadlines.

**Desirable**

12. Problem solving skills/ability to think of suitable solutions to day-to-day problems that may arise.

**Physical Requirements**

**Essential**

13. Able to undertake the requirements of the post.

**Personal Qualities and Attributes**

**Essential**

14. A desire to work in a HR Administration role. A supportive, adaptable, and flexible team member. Be self-motivated and enthusiastic. Highly motivated and reliable. Commitment to personal development. Manage own time and workload well.

**Desirable**

15. Ability to encourage ideas, initiative, and innovation in others.

**Other**

**Essential**

16. Able to work at the desired times. Good attendance record.

**Desirable**

17. Flexibility of hours for cover. This may include being available to attend occasional evening meetings in support of the organisation’s governance arrangements.