



Job Title: HR Administrator (Employees)
Reporting to: HR Administration Team Leader
Direct Reports: 0
Job Band: Band 7
Size of Team: 50

Working as part of a central administration team, to ensure that administration of employee records is dealt with in an efficient, correct and timely manner. Key duties will include recruitment administration, collation of payroll documentation, maintaining records and files and liaising with employees and management on issues. This role may include evening and weekend work.

Key Responsibilities

- Provide support to recruiting managers on all aspects of the recruitment and selection process e.g. preparing job descriptions, shortlisting and arranging the selection event, using the recruitment system and conducting pre-employment checks.
- Accurately and promptly prepare contracts for new starters and contract variations for existing employees. Liaise with payroll Shared Services Centre (SSC), fostering good working relations with this team.
- Liaise with recruiting managers to ensure all welcome activities and checklists are completed and accurately recorded in HR System.
- Provide management reports from the HR system both on a regular basis and in response to ad hoc requests.
- Ensure records in HR system are accurate, complete and up to date and that employees' paper files are maintained in line with SJA policy and where necessary provide information to external inspectors eg CQC, ISO, Ofsted.
- Ensure that all pay related changes for employees are accurately transmitted to the payroll team including starters, transfers and leavers. All sickness/absence information to be captured through the HR system.
- Liaise with the HR operations team to ensure effective teamwork and handover of information both ways.
- Respond to queries from employees and managers on employment or pay issues, maintaining a high level of customer service.
- Administer regular activities throughout the year including the annual pay review, annual and interim PDR processes, employee recognition awards, and administration of 360 process.
- Respond to reference requests for current and past employees in a timely fashion for employment and financial details.
- Ensure expiring details of employees such as ID cards and DBS checks are renewed prior to expiry by accurate record keeping and notification to managers.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
5 GCSE's or equivalent at Grade C or above including Maths and English	✓	
Experience		
Use of computerised systems	✓	
Working within a team	✓	
Carrying out office administration	✓	
Dealing with customer and employee queries	✓	
Working in an HR shared service environment		✓
Skills, knowledge and abilities		
Good interpersonal skills with ability to communicate effectively at all levels	✓	
Able to use Microsoft® applications at intermediate level	✓	
Accuracy and attention to detail	✓	
Good customer service skills	✓	
Able to handle sensitive information and act with discretion	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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