

JOB DESCRIPTION

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| Job Title | People Administrator |
| Department | People |
| Reporting Line | Head of People |
| Management of | None |
| Location | Head Office, Harpenden |
| Date Created | April 2021 |
| Review Date | April 2023 |
| Version No | V2 |

PURPOSE

To provide administrative support to the HR team. This role covers all essential employee life cycle administration, including recruitment, induction, training and development as well as leavers.

RESPONSIBILITIES

- Assisting in the recruitment process, liaising with agencies, setting up interviews and drafting employment contracts in accordance with HR legislation.
- Processing new starters, employment checks and inductions.
- Updating and maintaining our HR system and files including absence, sickness, holidays, maternity, paternity, leavers etc.
- Support with SMCR (Senior Managers and Certification Regime) administration and system updates.
- Coordinate the annual training cycle and lead the implementation of the Society Training plan.

REQUIRED EXPERIENCE, KNOWLEDGE & SKILLS

- At least 2 years' experience within a HR environment with a particular focus on administration
- CIPD qualified or working towards this would be an advantage
- Knowledge and understanding of the recruitment process
- Familiar with policies and procedures of onboarding, induction and maternity leave
- Experience of all MS Office packages in particular Word, Outlook, Excel and Teams.
- Strong communication skills with excellent customer focus
- Great attention to detail, and excellent organisation, and prioritisation abilities
- Analytical and reporting skills with experience of following processes and workflows

Agreement

Employee signature: _____ **Date:** _____

This job description describes the principle purposes and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. The Society reserves the right to vary or amend the duties and responsibilities at any time according to the needs of the business.