



Role Description

Role Description	HR Administrator
Document owner:	HR Manager
Version:	230203
Keep informed:	HR Administrator

1. Overview

Reporting to the HR Manager, this role is responsible for assisting to provide a first-class transactional service to support effective delivery of the business plan. The HR Administrator will contribute to the delivery of strategic HR projects as required and ensure the highest standards of customer and applicant care at all times.

2. Duties and responsibilities

2.1. Recruitment and Selection

- Manage the recruitment inbox - responding to all applications and agencies, submitting CVs against roles as appropriate.
- Conduct pre-recruitment meetings with hiring managers, to produce and review role descriptions and other supporting recruitment documentation, identifying the key competencies required for the role.
- Coordinate activity within recruitment projects ensuring each is set up and approved in accordance with the workforce plan.
- Maintain the current preferred supplier list (PSL) and manage the process of onboarding new agencies in line with the relevant approvals processes.
- Work with recruitment agencies and third-party consultants to support recruitment activities both internally and externally as appropriate.
- Promote recruitment by assisting with events such as recruitment fairs, working with universities, social media posts etc.
- Conduct salary research to ensure that we remain competitive within the local recruitment market.
- Work with hiring managers to create suitable interview questions in line with the requirements of the role as per the approved recruitment documentation.
- Schedule interviews and plan recruitment and selection events.
- Screen applications and complete interviews (as necessary) with hiring managers; ensuring interview notes are kept, decisions are documented, and all securely retained, in line with legislation.
- Keep candidate trackers up-to-date and manage communications (including candidate feedback) with hiring managers to ensure the highest standard of applicant-care is maintained.
- Work with hiring managers and recruitment agencies to reduce the time to hire for recruitments by providing prompt feedback to candidates and maintaining agency engagement, collating market feedback, and reporting back to hiring managers where necessary.
- Ensure that conditional offers of employment are made in line with the relevant role descriptions, recruitment documentation and approvals.
- Ensure recruitment administration is carried out, and recruitment projects are closed in a timely manner, ensuring compliance with the relevant legislation (for example the Equality Act 2010).
- File documentation relating to recruitment securely, in line with retention legislation.
- Support with the collation of recruitment metrics and monitoring data to inform strategic decisions.

- Work with the HR team to continuously improve recruitment processes to make them more effective and reduce time to hire.

2.2. Employment Lifecycle: Joiners and Leavers

- Work with relevant stakeholders to administer the onboarding process for all new starters, drawing up offer letters and contracts for signature as appropriate.
- Carry out all pre-employment checks (e.g., permissions to work/Visa verification, employment references, professional membership checks, qualification verification).
- Ensure HR software is fully updated when staff join and leave, in accordance with the requirements of GDPR.
- Arrange the induction programme for all new joiners, transferees, secondees, maternity/paternity returners etc. ensuring they receive the appropriate level of induction, whilst keeping the line manager informed of arrangements.
- Conduct the first day HR induction meeting to assist with the onboarding process.
- Work with hiring managers to ensure probationary meetings are scheduled and take place, escalating any indication of supportive/corrective measures required to address performance or conduct concerns.
- Administer contractual changes in line with the relevant approvals, as appropriate.
- Administer the leavers process ensuring that feedback is collated through exit interviews, with any concerns being escalated as necessary.

2.3. Performance Management and PDP Process

- Support the Business Services and HR Administrator with the administration and booking of mandatory training, ensuring that this is renewed when necessary.
- Assist managers with bookings for internal and external training derived from PDP process (in line with approvals).
- Assist in the running of internal training and coaching events i.e., room set up, equipment, catering and guest trainer communication.
- Update training records as required.
- Review and send invoices to the finance team for payment against agreed budget.

2.4. HR Administration: General

- Support the HR team with the collation of metrics in relation to employee turnover to inform strategic HR decisions.
- Ensure that all HR data and filing is processed and archived appropriately in compliance with GDPR and retention legislation, completing regular checks to identify documents which need to be securely destroyed.
- Ensure that all relevant work instructions are updated as necessary.
- Ensure that all staff personnel changes are documented and updated on HR software.
- Support with the delivery of as hoc HR projects which may arise.
- Carry-out any other administrative/HR tasks to support the effective running of the HR team.

2.5. Other

- Provide support to, and act as cover for the Business Services and HR Administrator where necessary.
- Other duties as required.

3. Revision History

Revision	Changes
230201	AB: Document Updated
200902	Rebranded, no content changes - JC
190830	Revision History Added
191016	Role updated