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| **Job Details** |
| Job Title: | HR & Training Administrator |
| Team/Department: | HR |
| Reports to: | HR Adviser | Location: | Regional |
| Appointment period: | Permanent | Hours | 37.5 |

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| **Job Purpose** |
| Provide a full administration service to the HR and Training Department in order to provide a high quality HR and Training service delivery for the Company.  |

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| **Main Duties & Responsibilities** |
| 1. Administer all activities for the employee lifecycle in the most efficient manner.
2. Lead on employee compliance; including all pre-employment checks including but not limited to Right to Work, DBS, induction, probation, health questionnaires and employee contracts.
3. Publish and remove job advertisements, schedule job interviews and contact candidates as required.
4. Assist the HR Officer in conducting recruitment agency and internal audits.
5. Provide first line triage of straight forward HR queries by signposting them to the appropriate policies and procedures. Escalate where queries are or become complex.
6. Minute take at meetings, such as investigations.
7. Update Peoplehr to ensure it is up to date and correct, making recommendations for process improvements.
8. Work with relevant colleagues to ensure all relevant new starter/employee paperwork is completed and relevant information provided to payroll for processing.
9. Provide support to the HR internal communications – including the Star Awards, birthday cards and social events.
10. Prepare as required, management reports on employee-related data as and when required.
11. Escalate issues of concern to the HR Officer and/or HR Adviser.
12. Ensure effective administration of all learner development. records, identifying and booking suitable course venues.
13. Support the HR Officer with the management of the I-Hasco training database.
14. Participate in HR project work.
15. Provide an administrative support to the HR team – wellbeing calendar, staffspace support and general administrative support as required.
16. Carry out day to day general administrative duties to support the business.
17. Maintain own continuing professional development, keeping up to date with legal requirements and relevant HR developments.

**Health and Safety**The post holder is required to carry out the duties in accordance with the company Health and Safety policies and procedures.**Diversity**The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.**Confidentiality**The post holder is required to observe and maintain strict confidentiality in respect of guests, clients and all company information. |

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager. This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed.

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

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|  | Requirements | Essential/ Desirable | How Assessed |
| **Qualifications** | Good general education with minimum GCSE C or equivalent in English and Maths. | E | A |
|  | CIPD Level 3 qualification or willingness to study towards | D | A/I |
|  | Business Administration Level 3 NVQ  | D | A/I |
|  | Satisfactory DBS Disclosure | E | OM |
|  | Current Driving Licence. Access to a vehicle and willingness to travel to all Bedspace sites. | E | A/I |
| **Experience** | Good communication skills. | E | I |
|  | Ability to exercise high level of attention to detail on accuracy of work produced | E | A/I |
|  | Good organisational and coordination skills. | E | A/I |
|  | Excellent verbal, written and numeracy skills. | E | I |
|  | Excellent organisational skills including ability to manage time and prioritise effectively. | E | I |
|  | Strong IT skills, skilled in using Microsoft Word and Excel packages and experienced in working with databases. | E | I |
|  | Able to work independently and on own initiative within specified guidelines or processes. | E | A/I |
|  | Well developed interpersonal skills and able to deal with colleagues at all levels. | E | A/I |
|  | Able to work appropriately with confidential and sensitive information. | E | A/I |
| **Knowledge** | Experience of providing HR administration & first line HR triage advice. | E | A/I |
|  | Experience and/or knowledge of similar industry. | D | A/I |

# Essential/Desirable:

E = Essential: Requirements without which the job could not be done. D = Desirable: Requirements that would enable the candidate to perform the job well.

# How Assessed:

A = Application I = Interview OM = Other Means (e.g. presentation, test, etc