

Job Description

HR & Compliance Administrator

Position: HR & Compliance Administrator	Department: Human Resources	Reporting to: Group Head of HR
Salary: £24,000	Contract: Permanent	Hours per week: 37.5 (5 days out of 7)

Overall Objective: To take a lead role in the integral delivery of the HR and compliance administration for all areas of the business. Ensuring a high level of accuracy and confidentiality is maintained.

Role Competencies:

Planning Timescales:

- To be able to support/manage the on-boarding processes across all businesses in a timely manner.
- Have experience in or be able to demonstrate the skills required to manage the DBS process, this is a time critical element of the role.

Decision Making:

- Be able to demonstrate ability to take decisions on own initiative.

Impact & Influence:

- To be able to demonstrate an aptitude in providing administrative support for all HR functions in the end-to-end employment lifecycle.
- To learn and build on new experiences by keeping abreast of legislation applicable to role.

Skill Level:

- Must have a high degree of system knowledge and be easily able to adapt to new systems and programmes, such as MyConcern, Whole Games System & Health & Safety software.
- Be able to take minutes or be prepared to learn to a high and exact standard.
- Must be able to accurately issue contracts and new starter paperwork.

Communication:

- To be confident in communication at all levels of an organisation.
- Be the first point of contact for HR queries.
- To be confident to draft standard letters and other communications to staff.
- Can demonstrate a can-do attitude whilst always being prepared to challenge something that does not feel right.

Budget Management:

- To be responsible for own budget decisions.

Operating Parameters:

- To be able to demonstrate high attention to detail in ensuring the personnel files and records are kept up to date and accurate at all times.
- To understand business compliance, to include, Health & Safety, Safeguarding, and FA related systems, to be able to support the business.
- To have a proven track record in providing administrative support to a department or function.
- To support Group Head of HR as required
- Preparing and amending HR documents

- **Essential (E) & Desirable (D)**

- Experience of working with an administrative environment. - E
- 5 GCSE's with A*-C grades, including English and Maths, or equivalent. - E
- Excellent IT skills specifically in Microsoft Word and Microsoft Excel. - E
- Excellent organizational skills. - E
- Ability to work as part of a team. - E
- Excellent verbal and written communication skills - E
- Ability to meet deadlines -E
- Extremely high level of personal integrity- E
- Experience of H& S practices and compliance - D

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

Equality & Diversity – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total:

Level