



JOB DESCRIPTION

JOB TITLE:	Human Resources Administrator
REPORTING TO:	HR Business Partner
LINE MANAGER OF:	N/A
JOB LOCATION:	Plymouth

MISSION (MAIN PURPOSE OF JOB):

To undertake a variety of HR related administrative tasks. To ensure people are issued contracts and changes to contracts in a timely manner, that our payroll system is accurately updated and maintained. To ensure that the contracting, onboarding and leaver administrative processes run smoothly and accurately. To support the HR Business Partner in making sure a high standard of service is provided to employees and freelancers.

DETAILED DUTIES:

1.	To draft contracts of employment and contracts for services as well as letters confirming changes to contractual terms.
2.	To manage the new starter process efficiently ensuring that contracts are issued in a timely manner, paperwork is received and systems are updated and that new starters receive a good standard of service.
3.	To work closely with the Technology team ensuring that people have accounts, login information and the necessary equipment in a timely manner.
4.	To manage the administration associated with the movement of staff to include extensions and those leaving the organisation.
5.	To ensure that accurate information is gathered and passed to Payroll so that people are paid correctly each month.
6.	To manage the recording of data, keeping systems up-to-date, as well as running reports as required.
7.	To undertake DBS checks as appropriate, reporting back to Production Managers as required.
8.	To monitor such things as probation review dates, eligibility to join the Private Medical Insurance scheme and additional holiday.
9.	To assist with work experience placements, helping with their set up on their first day, ensuring they have the right equipment and login information.

10.	To undertake the administration associated with recruitment campaigns as and when required.
11.	To assist with the arranging of training courses, staff development activities and our Talent Days.
12.	To help organise and run social events, to include purchasing items and helping with the set up.
13.	To build excellent working relationships with managers, employees and freelancers, communicating effectively by e-mail, telephone, virtually and face-to-face.
14.	To work together as a team with the HR Business Partner ensuring an excellent level of service is provided.
15.	To assist the HR Business Partner with ad hoc tasks as and when required.

Please note that the above list is not exhaustive and you may be required to undertake additional duties of a similar responsibility level as and when required.

OUTCOMES (KEY OBJECTIVES/TARGETS AS PART OF THIS ROLE):

To ensure that contracts, letters, DBS checks, etc. are completed within a timely manner and are accurate. Together with the payroll team, ensuring that everyone is paid correctly.

SPECIAL FACTORS:

You may be asked to travel occasionally to our London office.

COMPETENCIES (PERSON SPECIFICATION)

CRITERIA	ESSENTIAL	DESIRABLE
Education & Experience	GCSE Maths and English at grade C or above (or equivalent). Administration experience. Experience of using Word, Excel, email and/or Google Suite (Docs, Sheets & Mail).	Certificate of Personnel Practice. Experience of working within an HR team. Experience of using an HR/payroll database.
Knowledge	Basic knowledge of HR.	Some employment law knowledge.
Specific Skills	Excellent communication skills.	

	Excellent organisation and prioritisation skills. Excellent attention to detail and high levels of accuracy. Ability to work efficiently and effectively. Ability to deal with a range of people with differing levels of responsibility. Ability to deal with sensitive information. Excellent numeracy skills.	
Personal Attributes	Friendly, approachable, team player. Ability to build excellent working relationships. To be willing and driven. High level of confidentiality.	
Other Requirements	Ability and willingness to undertake occasional travel if required.	

Over time this job description/person specification may be subject to change as the duties and role evolve.