



Role Title	HR Administrator		
Job Family	Human Resources	Sub Category	Human Resources
Grade	A2		
Behaviours	<ul style="list-style-type: none"> Changing and Improving 	<ul style="list-style-type: none"> Working Together 	<ul style="list-style-type: none"> Managing a Quality Service
Purpose	Coordinate administration and respond to enquiries on HR projects and activities.		

Key Accountabilities

- First point of contact for internal and external enquiries, responding to queries received through the central mailbox, by telephone and face-to-face;
- Provide administrative support in the delivery of a range of HR projects, events and initiatives;
- Maintain HR records including collecting and monitoring statistical data;
- Produce routine and regular reports from the HR database;
- Process invoices and respond to purchasing and invoicing enquiries;
- Minute-taking for HR meetings;
- Participate in the continuous improvement of HR policies and processes to support the delivery of business objectives

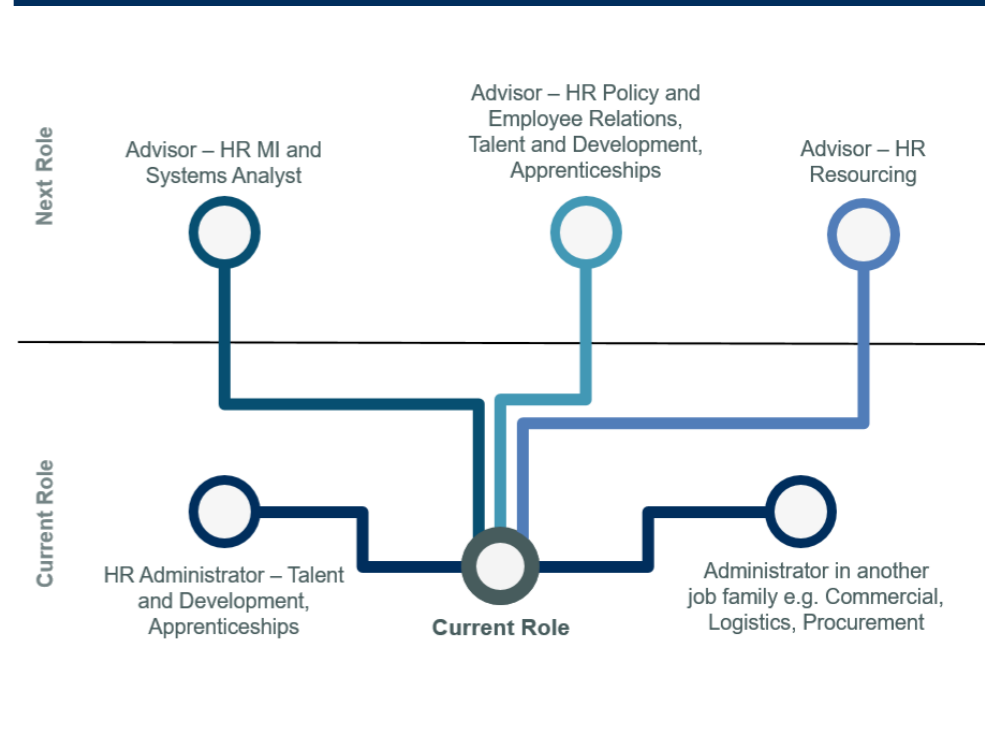
Authority and Scope

- Ensure workload is effectively prioritised and managed, all relevant policies and processes are followed and SLAs are met;
- Maintain records and data in relevant databases, ensure data integrity and accurate reporting

Internal and External Communications

- Internal stakeholders at various levels to handle enquiries, gather and share information, or assist in projects and initiatives;
- External suppliers to handle enquiries, and gather or share information;
- External candidates at various stages of the recruitment process, to respond to enquiries, or gather and share information;
- Contact with external stakeholders at events to assist with any queries

Potential Next Career Moves



Skills

- Administrative/secretariat services;
 - Microsoft Office Suite;
 - Specialist software systems and databases;
 - Stakeholder management *
 - Governance *
 - Analyse, interrogate and evaluate data *
 - Interpret professional/technical documents *
- *sector/role specific - can be developed in role

Qualifications, Knowledge and Experience

- Essential**
- Experience working in an organised and logical way;
 - Work effectively as part of a team;
 - Solid oral and written communication skills;
 - IT literate with experience using MS Office Suite

- Desirable**
- Administrative experience;
 - Previous experience working in a related function;
 - Experience working with third-party suppliers, e.g. Processing invoices, responding to queries;
 - Experience using an HR or Resourcing system, for example an Enterprise Resource Planning (ERP) system