

Role Profile

St Nicholas Hospice Care is recognised as a great place to work, to learn and to grow. Where everyone matters, where everyone is encouraged, energised and enabled to play their part in delivering our vision.

Job role	HR Administrator
Reports to	HR Operations Manager
Location	Hybrid. Although the role is currently home based, the successful candidate will need to be available to attend the Hospice's sites across Suffolk at short notice and in line with business need.
Job Purpose	To provide a high quality administration service to the HR team and employees.

What the role involves

- Monitor the HR inbox and deal with all enquiries in a timely manner
- List employee and volunteer vacancies on SNHC website, NHS Jobs and other recruitment platforms
- Organise and support recruitment processes, including compiling of applications and arranging interviews
- Prepare offer letters and contracts
- Add onboarders to Compass (people system)
- Ensure all pre-employment documentation (references, occupational health, right to work check and DBS) is completed
- Respond to reference requests from external companies
- Administer leavers process
- Conduct DBS renewals and other compliance checks as required
- Helpdesk support for Compass
- Provide 121 guidance on Compass as part of 'welcome' programme
- Ongoing upskilling of Line Managers in Compass
- Produce standardised reports i.e. headcount, starters and leavers, absence information
- Enter and maintain organisational training data on Compass and excel dashboard
- Administer all payroll calculations and actions
- Support the organisation and delivery of any employee/volunteer celebration events
- Contribute to the ongoing review and improvement of HR processes

- Ensure HR processes and data management is GDPR compliant
- Archiving and housekeeping of people records and information

What we want from you

- GCSE Grade C or above in English & Maths
- Current and proven administration experience
- Excellent IT skills, particularly Excel, Outlook and Microsoft Teams
- Highly organised
- Excellent customer service skills
- Innovative approach

June 2022