Role Profile

because you matter

St Nicholas Hospice Care
A Registered Charity No. 287773

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 Systems 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 high quality admin support across the full employee lifecycle and ensure the HR system (Compass) is used to maximum impact.

What the role involves

EQUIP
- First line Compass helpdesk support for all users
- Deliver Compass training as part of 'welcome' programme
- Ongoing upskilling of Line Managers in Compass
- Produce regular and ad-hoc reports, analysis, data and insights to enable and support management decision making

PROVIDE
- Day to day maintenance and updating of Compass
- Manage system security ensuring appropriate levels of role access
- Ensure HR processes and data management is GDPR compliant
- Archiving and housekeeping of people records and information
- Contribute to organisational information requirements
- Monitor individual absence levels against OSP entitlement
- Administer all payroll calculations and actions
- Provide documentation to finance on all contractual changes
- Provide information to finance on Occupational Sick Pay and deductions
- Support with the implementation of annual pay review
- Support with listing of employee and volunteer vacancies on iRecruit, NHS Jobs and

other recruitment platforms
- Facilitate interview & selection days
- Prepare offer letters and contracts and add onboarders to Compass
- Ensure all pre employment documentation is compliant and lawful
- Administer pensions
- Administer Doctors placements
- Manage leavers process
- Respond to reference requests from external companies
- Organise and deliver the annual summer volunteer party

STRIVE
- Contribute to the ongoing review and improvement of HR processes

What we want from you

- GCSE Grade C or above in English & Maths
- Current and proven administration experience
- Have excellent IT skills, particularly Excel, Outlook and Microsoft Teams
- Ideally (but not essential) have experience of maintaining an employee HR system
- Ideally (but not essential) experience of working within a HR department
- Be highly organised
- Have good attention to detail and enjoy working with systems and data

January 2022