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**ROLE DESCRIPTION**

**JOB TITLE:** HR Team Administrator

**ACCOUNTABLE TO:** HR Manager

**HOURS:** 37 hours per week

**BASED AT:** St Nicholas Hospice Care

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**JOB PURPOSE (a summary)**

Provide a comprehensive administration service for both paid staff and volunteers. Ensure that all HR administrative processes are managed in a timely and efficient manner, and with regard to the requirements of current legislation and ‘good practice’, and that strict confidentiality of records and information is maintained. This role will have significant responsibility for recruitment administration.

**KEY RESPONSIBILITIES**

1. **Recruitment administration**

* + 1. Monitor and respond to requests for information and application packs
    2. Collate responses and keep the HR Adviser/Manager advised of such
    3. Prepare applications for review by HR Adviser/recruiting Manager
    4. Prepare documentation, rooms, equipment etc for recruitment interviews, and assist in the coordination of candidates on interview days.
    5. Undertake all necessary pre employment/volunteering checks e.g. references, health, CRB and professional registration if applicable
    6. Liaise with departmental manager to arrange shadowing and induction

1. **Data Management**
   * 1. Maintain electronic (HR Net) and manual staff/volunteer records (non pay related)
     2. Circulate quarterly volunteer information to departmental managers
     3. Produce monthly data reports and ensure up to date information held for volunteer/staff drivers and complimentary therapists. Also ensure three yearly DBS renewal checks are carried out.
2. **Leavers Administration**

i. Send acknowledgement letter to all leavers

ii. Process leavers checklist

1. **Payroll Administration**

i. Administer payroll in the absence of the HR Administrator or as operational

workload requires**.**

1. **Events and Projects**
2. Admin and marketing for any events i.e. staff/volunteer long service awards, recruitment open days.
3. Admin for core HR projects i.e. annual pay review, staff/volunteer survey.
4. **General Administration**
   1. Mail management
   2. Name badges
   3. Deal with incoming calls as appropriate
   4. Maintain website pages
   5. Letter production
   6. General website research as requested
   7. Maintain filing systems

**Additional duties**

*This role is part of the Hospice Support team and is expected to work flexibly across the Hospice if unpredictable workloads or demands arise. Some events may require weekend working (occasional).*

**Personal Development (all staff)**

* All staff and volunteers in the Hospice are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1’s with Line Managers or senior colleagues, annual appraisal and development reviews.
* All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.
* Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

## Health and Safety (all staff)

* All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
* Employees of St Nicholas Hospice Care are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

## General (all staff)

* Ensure that all within the team have a grasp of the Hospice’s structure, values and purpose and have opportunities for involvement in its further development.
* Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
* Promote and foster the Hospice’s reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
* Undertake any other duties which may be reasonably required.
* The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of St Nicholas and paid staff are required to underpin this in their attitude and actions.
* All staff must be sympathetic to and able to project the philosophy and concept of hospice care.
* The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
* This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

## References:

Recruitment Policy

Education and Training Policy

Disciplinary Policy

Health and Safety Policy

Job Description dated: Dec 2015