

The background of the lower half of the page is a dark, abstract geometric pattern composed of various shades of grey and purple triangles and polygons.

# **Job Information Pack HR Administrator**

## Our Values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title:**                    **HR Business Administrator**

**Reports to:**           **HR Business Advisor - Operations**

### **Background**

The HR Business Administrator is a new role which will report to the HR Business Advisor - Operations and will support with all HR admin within processes to support the day-to-day functioning of the HR department. This role will work to support both the business goals and objectives, as well as the employees, ensuring a positive organisational culture and supporting retention.

### **Purpose**

The HR Business Advisor will support the business and the employees throughout the employee lifecycle and ensuring compliance with relevant laws and legislation. The HR Business Administrator will consult with line management and provide daily HR admin support to support best practice. They will also work with managers to maintain accurate records for employee training and personnel files. They will provide comprehensive HR administration for the organisation.

## **Main Responsibilities**

- **Recruitment Support:** Assisting in the recruitment process by advertising vacancies, scheduling interviews, communicating with candidates, and preparing offer letters and contracts.
- **Onboarding and Offboarding:** Coordinating new starter documentation, induction processes, and resignations. Ensuring all relevant HR records are updated.
- **Employee Records Management:** Maintaining accurate and up-to-date employee records, in compliance with data protection regulations.
- **Payroll and Benefits Administration:** Supporting payroll preparation by providing relevant data (e.g., absences, bonuses, and leaves) and assisting with the administration of employee benefits.
- **Policy and Procedure Compliance:** Ensuring HR policies and procedures are followed, and assisting with policy updates and communication.
- **HR Systems Management:** Updating and maintaining HR software and databases.
- **General HR Support:** Responding to employee queries, producing HR reports, supporting employee relations activities, and assisting in organizing training and development initiatives.
- **Compliance and Auditing:** Assisting in audits and ensuring adherence to legal and organisational HR standards and best practices.
- **Work across the organisation with the HR Business Advisor – Operations and Head of Colleague Experience to build a learning culture and positive working environment.**

## **General**

- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.
- Complying with YMCA Dulverton Group's GDPR, confidentiality and information security policies at all times.
- Ensure all activities reflect the values of YMCA Dulverton Group.

## **Person Specification**

### **Qualifications and Experience**

#### Essential:

- Proven experience in an administrative role, preferably within a Human Resources environment.
- Good understanding of HR processes and practices.
- Proficient in Microsoft Office applications (Word, Excel, Outlook).
- Strong organisational and time-management skills with excellent attention to detail.
- Effective verbal and written communication skills.
- Ability to handle sensitive information with confidentiality and discretion.

#### Desirable:

- CIPD Level 3 qualification (or working towards).
- Experience using HR information systems (HRIS).
- Knowledge of employment law and HR best practices.
- Previous experience supporting payroll and benefits administration.
- Experience in generalist HR is desirable, with exposure to all the main HR processes – recruitment, employee relations, learning and development.
- Experience working in the charity/third sector desirable, but not essential.

### **Knowledge, Skills, Abilities**

- Ability to work in a fast-paced environment with the ability to cope with change.
- Ability to manage priorities and own workload.
- Active listening skills.
- Excellent written and verbal communication skills.
- Knowledge of Microsoft Word and Excel.

### **Personal Qualities**

- Commitment to YMCA Dulverton Group's Values.
- Ability to maintain professionalism in all circumstances.
- Ability to adapt to a quickly changing environment, prioritising own workload depending on the needs of the organisation.
- Ability to listen and empathise with others.

### **Other requirements**

- May be required to attend occasional evening meetings.
- Have a driving licence and access to a car.

## **Main Terms of Employment**

|                          |  |
|--------------------------|--|
| <b>Salary:</b>           | £25,419.65 per annum.  |
| <b>Location:</b>         | You will be required to work across all YMCA Dulverton Groups sites.   |
| <b>Hours:</b>            | 37.5 hours per week.   |
| <b>Flexible working:</b> | We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns and working from home on occasions.   |
| <b>Holidays:</b>         | 5.6 weeks per year, plus bank holidays.  |
| <b>Pension:</b>          | On completion of a six-month probation period, YMCA Dulverton Group will make a contribution of 3% of salary.  |
| <b>Benefits:</b>         | Health and wellbeing of our staff is important to us. We offer regular training opportunities and a comprehensive benefits package. Including gym membership at a choice of locations, 10 days of free school holiday childcare, discounted childcare for 0-5's and a 1-night hotel stay at our locations. |