



**JOB
DESCRIPTION**

POST: HR ADMINSTRATOR

LOCATION: Central Office - Belfast

SALARY: £16,280 FTE

HOURS: 21 Hours per week

DURATION: Permanent

RESPONSIBLE TO: HR Coordinator

DEPAUL

Depaul is a cross border charity working to support people who are homeless or at risk of homelessness. Depaul is a values led organisation deriving our values from a Vincentian ethos. Depaul's services can be split into 4 main areas homelessness and addiction, homelessness and vulnerable families, homelessness and prevention and homelessness and criminal justice. Depaul is not a faith based organisation so our staff and volunteers can be of any faith or none at all. Depaul employs over 400 staff in diverse roles in both Northern Ireland and Dublin and the HR department operates as a cross border department. Depaul is part of an international group and acknowledges diversity and equality of opportunity for all.

Purpose

To contribute to the delivery of a comprehensive human resources service to Depaul and to assist in the achievement of the organisation's strategic aims and objectives.

This is a generalist HR position where you will be involved in a diverse range of tasks and offers excellent opportunity to grow your HR career. You will be working along with our current experienced HR team who will provide mentorship and guidance in a busy and fast paced environment.



DUTIES

1. GENERAL ADMINISTRATIVE

- 1.1 Deal with all general correspondence and produce letters for HR Manager where appropriate.
- 1.2 Maintain and update computerised and paper filing systems for HR Department where appropriate.
- 1.3 Prioritise and manage workload effectively.
- 1.4 Carry out other general administration tasks as and when required.
- 1.5 Liaise with various outside departments when necessary.

2. MEETINGS

- 2.1 Attend and minute meetings pertaining to Disciplinary, Grievance, performance matters and Health & Safety and any other meetings as required.
- 2.2 Oversee the arranging of meetings and Learning & development events. Organise room booking and refreshments, travel and accommodation where necessary.

3. SPECIFIC HUMAN RESOURCES

- 3.1 Responsible for the administration of Recruitment and Induction process.
- 3.2 Maintain and update computerised personnel and learning & Development records e.g. PAMS System.
- 3.3 Provide administrative assistance to the Learning & Development function e.g. providing sign in sheets/ evaluation sheets and collating returned information.
- 3.4 Assist the HR Coordinator in compiling statistics and other relevant information for inclusion in reports and external returns.
- 3.5 Assist the HR Coordinator in the maintenance and regulation of the Document Control Systems.
- 3.6 Assist in monthly payroll administration.



4. ORGANISATIONAL RESPONSIBILITIES

- 4.1 To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 4.2 In conjunction with your Line Manager, to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets the strategic aims and objectives of the Depaul.
- 4.3 To ensure that all Depaul policies and procedures are being adhered to, particularly those relating to Health and Safety, Code of Practice and Confidentiality.
- 4.4 To contribute to the effective implementation of the Organisation's Equal Opportunities Policy as it affects both the Organisation and its work with service users.
- 4.5 To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of Depaul.
- 4.6 Undertake any other duties that may be required which are commensurate with the role.



PERSON SPECIFICATION

POST: Human Resources Administrator

This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application.

1 EDUCATION

- Minimum of 3 GCSE (or equivalent) at Grade C or above which must include English and Maths

2 ESSENTIAL EXPERIENCE

- 1 years' experience in a HR administrative role
- Experience of minute taking for a variety of different types of meetings
- Experience of devising letters and reports on a variety of issues

3 KNOWLEDGE, SKILLS AND ABILITIES

- At least 1 years' experience of using MS Office in the workplace to include Word and Excel
- Ability to be a flexible and co-operative member of a team
- Knowledge of standard office procedures
- Ability to communicate effectively verbally and in writing
- Ability to use initiative and apply sound decision making skills
- Ability to work under pressure and effectively manage stress
- Ability to set up and maintain both manual and electronic filing systems with a high level of accuracy
- Experience of organising own workload and being individually responsible
- Basic understanding of the current issues facing homeless people

4 ATTITUDE

- Commitment to personal development
- Commitment to working within an environment which promotes Equal Opportunities and has regard for the Health and Safety of others
- Respect for the values and beliefs of Depaul

5 DESIRABLE CRITERIA

- Experience of using HR information systems e.g. PAMS
- Working towards CIPD qualification