****

**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** HR Administrator

**Date:** September 2018

**Part 1: Job Description**

|  |
| --- |
| **1.0 Purpose:**The post holder will be required to work closely with internal and external stakeholders to ensure the provision of a high quality HR administration service.The post holder will ensure that work is completed on time and meets with quality standards under the direction of the Senior HR Business Partner. |

**2.0 Group:** EXTERN Group

**3.0 Directorate:**  Corporate Services

**4.0 Job Group:**  Human Resources

**5.0 Responsible To:** Line Managers

**6.0 Location:** Hydepark House, 3 McKinney Road, Newtownabbey

**7.0 Hours of Work:** 40 standard hours (including breaks)

**8.0 Salary** Grade 3 salary scale £15,454 - £16,764 per annum

**9.0 Functional**

 **Responsibility:** Human Resources

**12.0 Key Responsibilities:**

* Reporting to the Senior HR Business Partner/s, providing a strong HR administrative support service to the business.
* Supporting Senior HR Business Partner/s and HR Business Partners/HR Advisors in daily generalist HR activities including recruitment and selection, employee relations and absence management.
* Providing a direct point of contact for internal and external customers and stakeholders including employees, line management and external candidates; answering general HR queries.
* Assisting HR management in dealing with employee relations/absence management cases through assisting them in investigative work and putting together case-files, drafting reports/letters, corresponding with internal and external parties and note-taking at meetings.
* Undertake administration of Extern staff and volunteer recruitment/checking process.
* General payroll administration.
* Recording sickness absence and other metrics on HR-IT system.
* Assisting in general HR project work.
* Any other reasonable duties as required by the Senior HR Business Partner.

**Communication (Internal & External)**

* Develop and maintain appropriate professional relationships with colleagues and stakeholders.

**Risk Management**

* Adhere to relevant external standards.
* Awareness and adherence of confidentiality requirements.

**Training**

* Responsible for keeping abreast of current legislation and Extern’s policies and procedures, and attend appropriate training as and when required.

**Health & Safety**

* Take reasonable care for the health & safety of themselves and of other persons who may be affected by their work.
* Conform to all rules, Extern’s Health & Safety Procedures and not improvise by using methods, tools or equipment which entail unnecessary risk.

****

**Part 2: Person Specification**

**Title:** HR Administrator

**Date:** September 2018

**Part 2: Person Specification**

**PERSON SPECIFICATION**

**Essential Criteria:**

* A minimum of 4 GCSE’s, including English and Math’s (Grade C or above) or equivalent e.g. relevant NVQ Level II.
* A minimum of 1 years’ experience working in an administrative role, preferably in a busy HR department.
* Experience of using Microsoft Office packages including MS Word, Excel and PowerPoint.
* Strong communication skills both verbal and written.
* Demonstrable ability to manage and deliver work to a high standard against competing priorities and tight deadlines.

**Desirable Criteria:**

* Experience working with HR Management Information Systems.
* Have completed or working towards the minimum of the CIPD Level 3 Foundation Certificate in Personnel Practice.
* Associate membership of CIPD.