

<b>POST</b>	HR Administrator
<b>HOURS</b>	Part time (approx. 24 hours per week)
<b>LOCATION</b>	Based at Strensall branch, but could be expected to work at any MyHealth site.
<b>RESPONSIBLE TO:</b>	Operations Manager

**Main Role:**

This role reports into the Operations Manager.

Your main responsibilities as the HR administrator will be to maintain and update employee records, as well as manage various HR documents and internal databases, such as holiday and leave.

**What does the HR administrator do?**

HR administrators will act as the first port of call to employees and external partners for all HR related queries. As a priority, HR administrators will handle the majority of employee documentation, including contracts, recruitment paperwork and new starter induction packs.

A good understanding and knowledge of employment law and ensuring the Practice uses its HR Advisory organisation, to ensure it conforms to the Law is key. Assisting with any other administrative tasks as and when they arise may be necessary, including helping with travel arrangement.

**Sample HR administrator responsibilities**

Your responsibilities as the HR administrator will include but are not limited to:

- Collation, auditing, maintaining and filing of all employee records
- Preparing and amending where necessary HR documents, i.e. employment contracts, recruitment guides and induction packs.
- Return to work meetings
- Calculation of annual leave allowance and administration on Intradoc
- Authorisation/administration of annual leave/sickness/overtime/mileage through Intradoc
- Updating the HR and Practice policies and ensure staff understanding
- Roll out any new policies/procedures
- Administration of all recruitment/change of circumstances
- Administration of salary increases
- Support payroll to ensure accurate and timely information is stored i.e. holiday and sick days taken
- Organisation, administration, collation and cascade of annual staff surveys – identifying areas of concern and suggesting solutions

- Administration and cascade of monthly patient survey results
- Attendance at meetings as directed
- Welfare committee organisation, attendance and administration

This list is not exhaustive and is subject to alteration

### **HR administrator skills and competencies**

HR administrators will ideally be qualified to degree level, in either HR, management or a business related field. Previous administrative experience is essential, but not necessarily within the HR sector. In most cases, training is provided on the job, if this is relevant. Being organised and able to prioritise is vital, as is having good communicative and relationship building skills, as you will work with various people across the whole business.

HR administrators will be expected to be proficient in the following:

- Experience of HR administration
- Computer literate with programmes such as word, excel, etc.
- Good understanding of Employment Law
- Organisational skills and ability to prioritise
- Interpersonal with good communicative skills
- CIPD is desirable but relevant experience will also be considered

### **BEHAVIOURS**

- **Team Work:** Work effectively within a team through a willingness to proactively support and assist their peers, in doing so, contributing to collective team goals
- **Can-Do Attitude:** Ability to react to and face challenges or setbacks in a positive manner with a commitment to continuous improvement of their own skills and behaviours and also of the service
- **Confidentiality:** Ability to exercise and adhere to the Practice confidentiality policies
- **Work Prioritisation:** Ability to organise, prioritise and manage your own work demands by assessing levels of urgency and importance.
- **Autonomous:** Ability to work independently by making informed decisions and exercising appropriate initiative when faced with a new situation/problem. Whilst also having the ability to recognise when a problem/issue should be escalated because it falls outside of the scope of the role.