## HR Administrator

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| **Generic title** | Assistant |
| **General Description** | A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.  In operations they will assist project and construction managers.  In commercial they will assist buyers, planners, estimators and surveyors |

## Competencies

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| **Achieving Results** | Will set goals for self in own work environment  Demonstrates enthusiasm for the job |
| **Analytical thinking and decision making** | Using personal experience and systematic approach to arrive at decisions on straightforward issues |
| **Communication** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **Leadership** | The capacity to assume some position of influence within a team |
| **Managing resources** | Works effectively within time and budget constraints set by others  Looks to complete on schedule and recover slippage |
| **Negotiation** | The ability to discuss and agree priorities |
| **People Development** | Can respond within tested frameworks of development to identify own needs  Uses personal experience to build own skills |

## Role definition

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| **Summary of role** | Establish position as first point of contact for HR and training enquiries and provide timely and effective administrative support to the HR manager and all business unit employees. |
| **Responsibilities and accountabilities** | Provide effective administrative support to the business unit HR manager, managing director and other functional heads of department as appropriate  Provide HR support and advice to employees and line managers, explaining policies and procedures in a timely and effective manner  Manage the new joiner process from recruitment documentation through to joining instructions and induction and deal with all local employee offers of employment using standard documentation provided  Handle maternity, paternity, adoption parental and other leave processes and queries and assist in the preparation of appropriate paperwork  Take ownership for the absence management system  Manage the holiday recording system  Provide data for and prepare the monthly management information reports. Check accuracy and integrity of data by running reports to check. Follow up and correct where necessary  Updating and maintaining the HR system as and when required  Manage administrative duties for employee benefits including eye test and glasses voucher system, pensions, healthcare, car share, long service awards, recruitment reward scheme and childcare vouchers  Maintain employee files  Ensure that any mass communications to employees are completed accurately and on time  Action long service awards for example gift order, letter, certificate  Coordinate eligibility to work in the UK checks in line with BIA requirements  Manage the administrative side to the changes to terms and conditions process i.e. forms and letters  Manage the administration of all employee car queries and liaise with the car providers as required  Organise leavers arrangements including acknowledge resignation letter, retrieval of company property, inform HR Manager to enable exit interview to be held, and inform payroll  Provide support to the HR manager with general HR transactional queries and administration as and when required i.e. responses to questionnaires/bid documents/reference requests  Deal with other correspondence and general HR administrative support as required |
| **Qualifications, training and technical knowledge** | Educated to minimum A Level or equivalent in a business related discipline  Good working knowledge of company HR procedures and policies  IT literate  Familiarity with HR databases and systems  Experience of providing advice and guidance within a support function  Experience of working within an HR or training function  Able to work confidentially with sensitive company information |
| **Attributes and skills** | Some supervision skills  Ability to manage a given list of tasks  Ability to work well either alone or as part of a team  Some knowledge of construction practices and standards within their subject  Good writing, analytical and problem solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |