## HR Administrator

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| **Achieving Results** | Will set goals for self in own work environmentDemonstrates 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 understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work  |
| **Teamwork** | Contribute to the overall team objectivesUnderstand how to be part of a teamRegularly 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 othersLooks 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 needsUses personal experience to build own skills  |

## Role definition

|  |  |
| --- | --- |
| **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 mannerManage 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 providedHandle maternity, paternity, adoption parental and other leave processes and queries and assist in the preparation of appropriate paperworkTake ownership for the absence management systemManage the holiday recording systemProvide 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 necessaryUpdating and maintaining the HR system as and when requiredManage administrative duties for employee benefits including eye test and glasses voucher system, pensions, healthcare, car share, long service awards, recruitment reward scheme and childcare vouchersMaintain employee filesEnsure that any mass communications to employees are completed accurately and on timeAction long service awards for example gift order, letter, certificateCoordinate eligibility to work in the UK checks in line with BIA requirementsManage the administrative side to the changes to terms and conditions process i.e. forms and lettersManage the administration of all employee car queries and liaise with the car providers as requiredOrganise leavers arrangements including acknowledge resignation letter, retrieval of company property, inform HR Manager to enable exit interview to be held, and inform payrollProvide support to the HR manager with general HR transactional queries and administration as and when required i.e. responses to questionnaires/bid documents/reference requestsDeal 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 disciplineGood working knowledge of company HR procedures and policiesIT literate Familiarity with HR databases and systemsExperience of providing advice and guidance within a support functionExperience of working within an HR or training function Able to work confidentially with sensitive company information |
| **Attributes and skills**  | Some supervision skillsAbility to manage a given list of tasksAbility to work well either alone or as part of a teamSome knowledge of construction practices and standards within their subjectGood writing, analytical and problem solving skillsAbility to follow oral and written instructionsAbility to handle situations and problems Know when to ask for help and guidance  |