

HR Administrator

Job Description

Introduction

The purpose of the HR Administrator role is to provide a wide range of HR and Payroll Administrative Services including Recruitment, New Starters, Contract / Personal Details Changes, Time and Attendance and Leavers in accordance with the appropriate legislative, operational policies/procedures, and HR governance requirements.

To establish effective working relationships with departmental colleagues through your pro-active customer service to ensure the professional, accurate and efficient delivery of HR Services; and supporting line managers on correct HR/Payroll processes to be followed including self-service.

You will also represent the HR Services team internally and externally when dealing with Recruitment, HR and Payroll enquiries and processes.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in its vision to be the East of England's most valued organisation.

Values

At Our Co-op, we live by a set of four values. We've highlighted the key tasks and responsibilities of the HR Administrator role against these values, so you can see how you will live these day-to-day.



Adhoc Activities:

- Dealing with colleague HR and Payroll queries in a timely manner.
- Supporting benefits administration such as auto-enrolment, cycle to work, etc.
- Supporting the production and issue of HR and Payroll documentation such as Payslips, P45, and P60s etc. and reports to the business as agreed.

Leavers:

- Processing leavers within the HR system including the review of final pay and holiday calculations, ensuring the appropriate confirmation letter (including P45 documentation) are sent to leavers.
- Responding to employment reference requests for colleagues including financial references for existing colleagues.

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New Starters:

Ensuring that all new starters are successfully on-boarded into the HR System including chasing for outstanding documentation.

Contract and Personal Changes:

Processing all personal details / contract changes on an accurate and timely basis considering payroll cut-off dates; including the issue of contract change documentation to colleagues.



Time and Attendance:

- Processing all Maternity/Paternity/Adoption /Shared Parental Leave arrangements on an accurate and timely basis considering payroll cut-off dates; including the issue of appropriate documentation.
- Supporting Time & Attendance transactions feeding into payroll including, where appropriate, making manual adjustment to Time & Attendance data imported into the HR System including holiday, sickness, additional hours, on-call/stand-by payments etc.



Recruitment:

Supporting recruitment by establishing and posting vacancies in the HR System, supporting candidate administration including the generation and issue of offer letters, contracts, and starter packs. In addition, ensuring that valid Right to Work in the UK documentation has been provided.

We are not saying that the above list of tasks is exhaustive. What's important to remember is that your behaviours reflect our values in whatever task you're performing.

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Skills & Behaviours

Below lists the skills and behaviours required to complete the role of HR Administrator at the East of England Co-op:

- Understanding of the importance of great customer service including a polite and professional telephone manner.
- Ability to communicate clearly and confidently with all levels within our co-op.
- Good time management and organisational skills to manage own case load to meet deadlines.
- High standards of numeracy and writing skills including the ability to construct accurate and contextually relevant letters/emails or memos.
- Good working knowledge of the MS Office, including but not limited to Word, Excel, and Outlook.
- Excellent accuracy and attention to detail.
- Ability to work on own initiative as well as supporting the team in meeting its goals.
- A positive and pro-active approach to change and continuous improvement; understanding the protocols for handling confidential and sensitive information.

Disclaimer

Some roles within our co-op may require licence checks (e.g. DBS, drivers, other security checks) – you'll be advised if this is the case for your particular role.

This is a hybrid-working position which will require you to balance time in our office and working from home, the arrangements of which will be discussed at Interview.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.