

JOB DESCRIPTION

| JOB OVERVIEW | |
|--|--|
| JOB TITLE | HR Administrative Assistant |
| DEPARTMENT | Human Resources |
| LOCATION | Phoenix Square, Colchester |
| REPORTS TO | HR Administration Officer & System Co-ordinator |
| KEY WORKING RELATIONSHIPS | |
| <ul style="list-style-type: none"> • HR Team • All St Helena staff • Other hospices and charities | <ul style="list-style-type: none"> • Marketing and Communications Team • Finance and Information Teams • Service User Group |
| KEY PRIORITIES | |
| <ul style="list-style-type: none"> • Working under supervision the post holder will provide support for all aspects of administration for the HR department which will include, but is not limited to; offers of employment, pre-employment checks, recruitment and Induction processes. • The post holder is also responsible for receiving any initial queries or concerns from Employees across the organisation and escalating them to the HR Administration Officer & Systems Co-ordinator or HR Business Partner as appropriate. | |
| DUTIES & RESPONSIBILITIES | |
| <ul style="list-style-type: none"> • Provide administrative support in relation to offers of employment and pre-employment checks, to include referencing, medical checks, professional registration and clearance from Disclosure and Barring Service. • Maintain and update databases and spreadsheets in relation to new starters, leavers, changes, absence, annual leave, organisation charts and the HR employee database and any other paperwork as required. • Maintain effective systems of document control and housekeeping for all related Personnel letters, communications and other regular checks as required. • Assist with the end to end recruitment administrative process ensuring that recruiting managers and HR Business Partners / HR Officer are informed of the progress of recruitment activities, escalating queries where necessary. Support the department in specific recruitment drives for St Helena. • Assist with organising and conducting induction days • Generate monthly report to review the statutory and mandatory training for all staff ensuring each line manager is advised where the training has not been completed. • Ensure that all confidential HR incoming enquiries are allocated to the appropriate people in a timely manner. • Prioritise own workload according to deadlines and demands of the department, assisting others when required. • Liaise with Payroll in relation to monthly changes and updates for employees. • Assist with generating monthly M.I. reporting in line with organisational needs. • Provide HR administrative support on all processes including the maternity process, taking notes at meetings, as directed by the HR Administration Officer & Systems Co-ordinator. | |

GENERAL - Applicable to all roles at St Helena

1. All of the above activities are governed by the operational policies, Standing Financial Instructions, policies and procedures and standards of St Helena as well as legislation and professional standards and guidelines.
2. All employees must comply with St Helena's Equal Opportunity Policy and must not discriminate on the grounds of sex, colour, race, ethnic, or national origins, marital status, age, disability, sexual orientation or religious belief.
3. Employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by St Helena. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.
4. All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
5. St Helena is a smoke free organisation. Smoking is not allowed in any St Helena premises. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line.

PERSONAL DEVELOPMENT

Be aware of own development needs and take appropriate action.

Keep updated of evidence based practice and government policies related to care.

Act as an effective role model at all times.

PROFESSIONAL DUTIES

To maintain personal professional status, ensuring that the requirements laid down by the relevant professional body for registration are compliant.

Exercise professional accountability as guided by the relevant professional body and maintained in accordance with the policies of the department and St Helena.

ANNUAL APPRAISAL

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

TRAINING

All staff will undertake such training as is necessary to perform the duties allocated and any mandatory requirements of St Helena. This will include mandatory training in line with your job role

QUALITY

St Helena aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under GDPR.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

All St Helena employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to St Helena safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

VALUES AND BEHAVIOURS

St Helena's core values and behaviours will be embedded in our recruitment, training and development review and decision making process

| Value | Behaviour |
|-------------------------------------|---|
| Respect | Always considering others |
| Working together | Finding strength in teamwork |
| Being passionate about hospice care | Caring in all that we do and provide |
| Showing appreciation for all | A thank you matters |
| Valuing conversation | Taking the time to be excellent communicators |

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs and after consultation with the post holder.

PERSON SPECIFICATION

| ATTRIBUTE | ESSENTIAL | DESIRABLE |
|--------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> NVQ Level 3 in Administration and /or relevant office or HR administration experience. Able to demonstrate excellent standard of literacy and numeracy | <ul style="list-style-type: none"> Certificate in Personnel Practise. |
| Experience | <ul style="list-style-type: none"> Previous work in an confidential environment (e.g. HR) Working with sensitive information. Producing contracts & formatting reports. | <ul style="list-style-type: none"> Previous work experience in an HR department including giving basic HR advice to employees and/or managers Pre- employment screening including DBS Experience of arranging, supporting and organising recruitment processes. |
| Skills & Knowledge | <ul style="list-style-type: none"> MS Office to include Word, Excel, Powerpoint and Outlook | <ul style="list-style-type: none"> Recruitment Use of the Staff Care HR system |
| Communication | <ul style="list-style-type: none"> Excellent verbal and written skills Good telephone manner | <ul style="list-style-type: none"> Presentation skills |
| Qualities | <ul style="list-style-type: none"> Able to understand and action allocated tasks. Highly motivated. Excellent organisation skills. Ability to demonstrate tact and diplomacy. A flexible approach. | <ul style="list-style-type: none"> Creative and innovative |

| | SIGNED | PRINT NAME | DATE |
|----------|--------|------------|------|
| EMPLOYEE | | | |
| EMPLOYER | | | |