

Hanover (Scotland) Housing Association Ltd

JOB DESCRIPTION	
Position:	HR Administrator
Department:	Organisational Services
Reports to:	HR Manager
Band:	H
Date:	September 2019



Purpose of Job

To provide administrative support within the HR team.

1. Administration of Recruitment

- Prepare adverts in conjunction with Line Manager, plan deadline dates to suit both parties;
- Upload vacancies to the Association's website and other external websites, eg; the Job Centre, S1 Jobs and Social Media sites;
- Liaise with the Association's advertising agency to ensure the placement of job adverts with relevant media within deadline dates;
- Distribute job application packs to applicants on request by email and/or post;
- Record and maintain the vacancies filled tracker;
- Record and maintain the candidate source spreadsheet;
- Prepare and issue shortlisting packs to Hiring Managers when vacancy closes;
- Management of Recruitment Inbox on a daily basis, responding to queries related to active vacancies;
- Support HR Advisor with recruitment days/campaigns.

2. Pre-Employment Compliance

- Ensure all necessary paperwork and documentation has been completed correctly by the Hiring Manager when preferred candidate offer received;
- Create E-File/checklist for new candidates;
- Issue reference requests, track progress till received, liaising with Candidate when necessary;
- Produce offers of employment ensuring adaptation of the correct data templates for relevant posts;
- Record and update progress of applicant on Candidate Tracker;
- Update Manager on progress of candidate, request start date once all pre-employment checks have been received and are satisfactory;
- Highlight to HR advisor any discrepancies within applications;
- Produce and issue confirmation of employment letter/written terms and new start pack;

3. Payroll Input/Adjustments

New Starts

- Input new starts data to Areon HR/Payroll database within the required timescales;
- Ensure above details matched correctly ie; job title, cost centre, Line Manager, training needs;
- Calculate salaries;
- Calculate holiday entitlement;

Current Staff

- Produce and issue letters confirming any change to conditions ie hours, salary, job title;
- Aareon input of the above;
- Adjustment to annual leave sickness entries as directed by Line Managers;
- Addition of purchased annual leave or carried forward leave requests;
- Change Line Management duties in the event of staff absence cover;
- Ensure Line Manager and Payroll are notified of changes made to staff conditions;
- Update monthly spreadsheet with new starts and staff transfers;
- Monthly update meeting with HR Advisor prior to payroll deadline;
- Liase regularly with Payroll Officers to ensure avoidance of discrepancies.

4. Other Duties

- To provide administrative support to HR-related meetings, eg discipline/grievance/sickness absence, functional area working groups.
- To provide support and make arrangements for HR-related events, eg Staff Awards, Long Service Awards.
- To provide general typing and administrative support, including the production of confidential staffing related and other reports, as required, as well as dealing with general daily correspondence.
- To assist with the compilation and maintenance of Policies and Procedures for the department.
- To set up and maintain files and other office systems.
- To undertake any other duty instructed by the HR Manager.

5 Performance Management

Work within a performance culture, which is underpinned by a strong, personal performance motive and belief in continuous improvement.

Working Relationships

Internal

- All senior managers and line managers in relation to recruitment process and training requests
- With staff of all departments and at all levels in the Association to deliver the requirements of the post.

External

- Contact with candidates, recruitment agencies, other recruitment providers and training providers, as required.

Person Specification

Job Title: HR Administrator

Criteria	Essential/ Desirable
<p>1. Skills/Abilities/Knowledge <i>This section specifies the skills, abilities and knowledge the post holder must have to perform satisfactorily.</i></p>	
<ul style="list-style-type: none"> • Excellent verbal and written communication skills, with the ability to liaise effectively with staff at all levels. 	Essential
<ul style="list-style-type: none"> • Good customer service skills 	
<ul style="list-style-type: none"> • Time management skills and the ability to manage conflicting priorities. 	Essential
<ul style="list-style-type: none"> • Initiative and interpersonal skills to expedite service delivery. 	Essential
<ul style="list-style-type: none"> • Excellent organisational, analysis and problem solving skills. 	Essential
<ul style="list-style-type: none"> • Ability to input and maintain accurate records in electronic and paper-based systems including corporate databases, and contribute to development of more efficient and effective systems. 	Essential
<ul style="list-style-type: none"> • Ability to work in a way that ensures confidentiality, when appropriate. 	Essential
<ul style="list-style-type: none"> • Competent user of current Microsoft (or equivalent) applications, including Excel, Outlook, Word, and also database experience with the ability to produce accurate and well presented documents. 	Essential
<ul style="list-style-type: none"> • Basic skills in health and safety including identification and reporting of hazards and minimizing of risks. 	Essential
<ul style="list-style-type: none"> • An understanding of compliance standards in Housing including Care Inspectorate. 	Desirable
<p>2. Experience <i>This section specifies the level and quality of experience required.</i></p>	
<ul style="list-style-type: none"> • Two years' experience in demonstrating the above skills and abilities. 	Essential
<p>3. Education/Qualifications <i>Degrees or diplomas obtained abroad are acceptable if they are of equivalent standard to UK qualifications.</i></p>	
<ul style="list-style-type: none"> • Higher education level or equivalent. 	Essential