

## Job Description/ Person Specification

<b>Job Title:</b>	HR Administrator
<b>Department:</b>	People and Culture
<b>Reports to:</b>	HR Business Partner
<b>Location:</b>	Garden House Hospice, Gillison Close, Letchworth Garden City, SG6 1QU
<b>Hours Per Week:</b>	30

### Job Summary

To support the People and Culture team with a range of tasks and across different HR disciplines. No two days are the same and the role requires multitasking and excellent organisational skills, to provide an efficient HR service across the full employee life cycle.

### Main Duties and Responsibilities

- Support the HR team through your organised and pro-active administrative approach. This includes co-ordinating the recruitment process in line with Safer Recruitment.
- To ensure all on and offboarding processes are managed effectively. This includes informing payroll, IT and other key stakeholders as appropriate
- Ensure that employee files are managed, with information being saved in their folder and on the HRIS.
- Supporting the team to ensure essential employee information is processed in good time for monthly payroll
- Attend HR Administration Team meetings, contribute as an active member of the team, and provide support with ad hoc duties, including reception cover when required.
- Provide administrative support for Employee Relations cases, including organising meetings, maintaining accurate records, and taking notes/minutes during Employee Relations meetings and hearings
- Support the team to ensure employee information is accurate, up-to-date and managed in a timely manner.
- Provide ad hoc administration support for GHHC & Volunteer related requests and projects.
- Maintain accurate records of Volunteer ID Badges, including distribution and tracking.
- Coordinate and administer long service recognition awards for GHHC & Volunteers
- Support the team to ensure regular audits are undertaken to ensure GHHC adheres to safer recruitment. This includes monthly DBS, NMC (and any other relevant governing bodies) checks.
- Work collaboratively and supportively within the HR team as well as other departments to ensure that HR are represented in a professional, agile and pro-active manner. In doing so, you will help HR achieve its objectives.
- Maintain absolute discretion and maturity in handling sensitive/confidential data.
- Any other reasonable management requests.

Co-ordinate the Recruitment and Selection process by:

- Placing adverts
- Support the application and shortlisting process providing regular updates to recruiting managers
- Administering the interview process (inviting candidates and scheduling of interviews)
- Ensuring all new starter / onboarding information is processed in a timely manner, particularly DBS, references, and Occupational Health for GHHC and supporting the Volunteer Coordinator in processing DBS in line with compliance requirements.

### **Confidentiality**

- The contractual relationship between the Hospice and its employees is founded on trust.
- Employees will treat as confidential all information regarding the business of the Hospice, suppliers, employees, consultants, patients, families and volunteers.

### **Health & Safety**

- Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients, visitors, volunteers and the general public.
- All employees are required to adhere to the Fire Safety Policies and Procedures.
- Employees must ensure relevant risk assessments are completed as and when required.
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practices, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual. This includes Infection Prevention and Control, Adult Hospice Policies and Safe Practice Guidance.
- The Hospice operates a no-smoking policy.

### **Purpose & Core Values**

- All Hospice staff are expected to work in line with Garden House Hospice Care Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken.
- The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients.
- The Purpose and Core Values are an integral part of all job descriptions, recruitment, the probationary period and performance and development reviews.

### **General**

- To always comply with the Hospice Information security policy and in particular, the confidentiality of electronically stored personal data in line with the Data Protection Act.
- It is the responsibility of all Hospice employees to fully comply with the safeguarding policies and procedures of the Hospice. As a Garden House Hospice Care employee, you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.

- The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the Human Resources department.
- All appointments are subject to pre-employment health screening, DBS and Right to Work checks.
- All employees are expected to comply with Garden House Hospice Care’s systems, guidelines, policies and procedures.

### Person Specification

Criteria	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Relevant qualification or ability to demonstrate relevant experience.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Familiarity with good practices in recruitment, selection, induction, training and support.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of using an HR system.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate an understanding of the need for confidentiality in dealing with all HR issues.</li> <li>• A basic knowledge of HR processes and procedures.</li> <li>• Excellent oral and written communication skills, including the ability to communicate professionally at all levels.</li> <li>• Excellent organisation and time management skills with the ability to work independently and to deadlines.</li> <li>• Sound working knowledge of the MS-Office suite</li> <li>• Excellent attention to detail with the ability to actively seek and find solutions to problems.</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Must have a flexible ‘can do’ attitude; the drive and enthusiasm to improve the service and achieve high standards with a strong work Ethic.</li> </ul>	