

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Post title:	People Administrator
Salary:	NJC SCP 7
Reports to:	People Partner

Organisational Expectations:

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment

Our aim is to provide a high quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

Outline of Post:

Provide a full HR administration service to the People Team and to internal and external customers, acting as a first point of contact for all HR enquiries.

Main Tasks:

1. Recruitment administration (employment and volunteering) from placing and promoting adverts via a variety of mediums, including social media, to onboarding new employees including coordinating interviews, liaising with candidates and panel members and requesting references.
2. Ensure all websites within the IN Group are up to date with current external vacancies.
3. Promote both internal and external vacancies weekly to all employees within the IN Group.
4. Liaison with future employees and process new starter checks including DBSs, preparing induction folders and ID badges.
5. Responsible for dealing with enquires from colleagues and candidates regarding the HR and Recruitment Systems, including access support.
6. Maintain electronic personnel files and other HR files.
7. Administer HR and Recruitment data systems including inputting and updating data.
8. Initial call handling from employees and candidates on HR related queries and concerns.

9. Production of standard documents and routine correspondence, including contracts and variations to contracts.
10. General office duties, photocopying, faxing, archiving and maintaining a confidential filing system and dealing with outgoing and incoming mail.
11. Coordinate and respond to incoming emails to the People Team mailbox
12. Provide administrative support to line managers in HR processes, including note taking at investigations or formal meetings.
13. Minute formal HR meetings e.g. sickness, disciplinary investigations, etc.
14. Assist in the production and editing of websites for HR communications.
16. Respond to general queries from managers and employees, signposting them to the appropriate policies and procedures.
17. Support with the development and implementation of projects as required.
18. Manage the employee leavers process.
19. Ensure all personnel records are kept accurately and in line with GDPR legislation.
20. Actively promote Diversity and Inclusion within day to day working and implementation of Inspire North's policies and Procedures.
21. To participate in regular supervision and Inspire North's Performance Development Review system.
22. To identify own training and development needs in conjunction with line manager and participate in training opportunities.
23. Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
24. Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.

The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

PERSON SPECIFICATION

People Administrator

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any ‘gaps’ could form areas for development in the future.

Approach	Essential [insert ✓ where appropriate]	Desirable [insert ✓ where appropriate]	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A,I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A,I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A,I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		A,I
Knowledge and Skills		Desirable	Identified by:
Excellent written and verbal communication skills	✓		A,I
Ability to research information and present reports	✓		A,I
Methodical with outstanding organisation, planning and administrative skills	✓		A,I,E
Ability to undertake work with high degree of accuracy and strong attention to detail.	✓		A,I,E
Excellent technical literacy of Microsoft Applications e.g. Word, Excel, and Access etc.	✓		A,I E
Experience in data collection, retrieval and reporting	✓		A,I,E
Ability to prioritise, work calmly under pressure and meet tight deadlines	✓		A,I
Ability to build effective relationships with managers and employees	✓		A,I

Ability to demonstrate a proactive approach	✓		A,I
Practical knowledge of HR information systems		✓	A,I
The ability to effectively communicate over social media		✓	A,I
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
Language skills e.g. Urdu, BSL, etc.		✓	A
Experience	Essential	Desirable	
Previous experience of working in an administration role	✓		A,I
Proven experience of office systems and file management	✓		A,I
Minute taking experience	✓		A
Experience of working with confidential information where discretion is required	✓		A,I
Previous experience of working in a HR department		✓	A,I
Understanding and implementing policies and procedures		✓	A,I
Previous experience of working in a customer service environment		✓	A,I
Experience of mental health, housing, homelessness either as service user, carer, worker or volunteer		✓	A,I