Job Title: **HR Administrator**

Regions: **Regional**

Responsible to: **HR Business Partner**

**Job Description**

**To ensure the effective, efficient and fully compliant management and processing of all HR administration, in line with all regulatory requirements.**

* To provide an effective Human Resources administration service relating to the employment lifecycle and employee relations matters
* To ensure accurate HR records on all employees including but not limited to hand over from onboarding, quality assurance, electronic filing of all pertinent documents
* Build positive and engaging relationships with all key stakeholders including regular update, tracking and audit with internal departments
* Give first line policy advice- direction to policy and direction to key elements
* Preparing and submitting documentation for DSARs
* Tracking and monitoring DBS and visa renewals for the regions
* Complete Ad hoc reports
* Note taking at confidential meetings
* Reference provision and third party requests for letters
* Employee data, cleanse and filing
* System updates for all employee lifecycle activity
* Participate in HR projects where required – including ownership of project and recommendations towards automation and streamlining projects associated with HR Administration
* Any other reasonable duties as directed by the HR Business Partner
* Some travel within region may be required.

 **PERSON SPECIFICATION**

* Previous HR and/or Administration experience
* Familiarity with HRM Systems, Excel and Reporting
* Articulate, proactive and professional
* Organised and process driven
* Excellent communication and interpersonal skills
* Strong decision-making, negotiation and influencing skills
* RTW in UK

 **The role will require an individual who is**

* Articulate personable, supportive and efficient
* A proactive solutions provider – able to think around a problem to resolve issues
* Literate and numerate – comfortable with reporting and accuracy
* Energetic, understands the need for urgency and is results driven
* Organised, detail orientated and keen to complete
* Precise and compliance focused
* Resilient – not afraid of a challenge or hard work and can increase pace as and when necessary
* A good judge of situations and can identify the key signals in a noisy environment
* A team player - willing to ‘join in’ and happy to go out of their way to support others

**Knowledge & Experience (advantageous but not essential)**

* Worked in an HR or Administration team previously
* Has knowledge of CQC and Safeguarding guidelines
* Knowledge of Recruitment within the Social Care Sector
* Familiar with Anti-discrimination and Equal Opportunities legislation