



Tros Gynnal Plant  
Standing up for Children

## **JOB DESCRIPTION**

**JOB TITLE:** HR Administrator

**OFFICE LOCATION:** Head Office, Cardiff

**LINE MANAGER:** HR & Pensions Manager

**SUPERVISORY RESPONSIBILITIES:** None

### **PRINCIPAL JOB PURPOSE:**

To support the HR & Pensions Manager in providing an efficient and effective HR service to projects and organisation as a whole.

### **DUTIES & RESPONSIBILITIES**

#### **General**

1. Act as the first point of contact dealing with routine correspondence and phone calls not requiring the personal attention of the HR & Pensions Manager
2. Provide basic advice on policies and procedures to staff and managers
3. Record all incoming and outgoing HR mail
4. Chase all outstanding information
5. Ensure that appropriate standards of confidentiality and security are maintained in the HR Department and the organisation as a whole and any issues or concerns are brought to the attention of the HR & Pensions Manager
6. Ensure all processes are completed when staff leave the organisation including Exit Interviews
7. Whilst complying with data protection guidelines, maintain all relevant filing and archiving processes
8. Maintain a flexible approach to the role, undertaking other tasks as reasonably identified by the HR & Pensions Manager which are consistent with grade
9. Collate Casual Worker information and produce quarterly graphs for Managers

#### **Recruitment**

1. Ensure all staff are recruited in line with the organisations recruitment and selection policy including:
  - i. Liaising with recruitment agencies
  - ii. Preparing/updating vacancy information

- iii. Collating and sending out application packs
  - iv. Maintaining and preparing shortlisting and interview packs
  - v. Undertake all relevant correspondence in relation to the recruitment process including requesting references
  - vi. Process and monitor DBS checks
2. Inform Managers of due dates for Annual Appraisal's and Probationary periods, prepare and send the relevant paperwork and monitor the meeting of deadlines

### **Information systems**

1. Maintain all HR computerised and manual databases, records and information systems and produce reports and give advice where required
2. Support the development of HR systems and train staff in their use where required

### **Absence Management**

1. In consultation with the HR & Pensions Manager and in line with the organisations policies and procedures, process staff requests for maternity/paternity leave
2. Maintain online sickness and holiday records investigate discrepancies and produced reports as requested

### **Payroll**

1. Update the Excel payroll spreadsheets with staff changes including the recording of Casual Worker and Additional Hour claims
2. Collate and sort all monthly payroll paperwork at the cut off date

### **Other**

1. Uphold the organisations Equal Opportunities Policy
2. Promote the good name of the Organisation and effective working relationships with outside Organisations
3. Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues and visitors
4. Attend staff meetings and participate in organisational training and development events where required
5. Participate in regular one-to-one supervision and annual appraisals and attend training as identified
6. Uphold the Organisations code of conduct
7. Uphold all the Organisations Policies and Procedures
8. Have an awareness and sensitivity to people from a wide variety of cultural backgrounds

### ***Working Conditions:***

28 hours (over 4 days per week)

The post is based at Tros Gynnal Plant's Head Office in Cardiff

Core competencies (Applicable to all staff) alongside specific National Occupational Standards	
Communicating Effectively:	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
Respecting Individual and Cultural Differences:	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
Showing Team Spirit:	Develops effective relationships with colleagues and team members within and across the organisation
Managing Yourself:	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
Producing Results:	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
Embracing Change:	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

### ***COMPETENCIES AND OCCUPATIONAL STANDARDS***

These are statements which describe what the post-holder will need to be able to do, know and understand in order to achieve best practice:

#### **Operating Admin Systems**

- BAA122 - Plan, implement and monitor administrative services to meet specified needs and recommend improvements where necessary
- BAD131 – Monitor information systems
- PROPA523 - Use Excel spreadsheet software to record data in rows and columns, and perform calculations with numerical data
- ESKIWP1 - use Word processing software for the creation, editing and production of largely text-based documents

#### **Maintaining Information storage**

- BAD332 Use different information systems to store and retrieve information



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## PERSON SPECIFICATION AND COMPETENCIES

<b>REQUIREMENTS:</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>HOW MEASURED</b> Application Form (A) Interview (I) Documentation (D) Test (T)
<p><b>COMPETENCIES (Specific to this role) (See Appendix 1)</b></p> <p>In line with the National Occupational standards (NOS), the post-holder will need to be able to:</p> <ul style="list-style-type: none"> <li>• Operate Admin Systems</li> <li>• Use office equipment</li> <li>• Maintain information</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A</p>
<p><b>QUALIFICATIONS</b></p> <p>GCSE/O Level standard of education including English language</p>	E	A - D
<p><b>EXPERIENCE REQUIRED FOR THIS POST</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years administrative experience</li> <li>• Experience of Microsoft Office packages including Word and Excel</li> <li>• Experience of devising and implementing administrative procedures</li> <li>• Previous experience of working within HR function</li> <li>• Working knowledge of HR issues and procedures</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>A</p> <p>A - I</p> <p>A - I</p> <p>A - I</p> <p>A - I</p>
<p><b>SPECIALIST TRAINING REQUIRED FOR THIS POST</b></p> <p>None specific</p>		
<p><b>OTHER</b></p> <p>The ability to speak Welsh</p>	D	A - I

# APPENDIX 1

**IMPORTANT INFORMATION:**

*When completing your Application Form, you should evidence as many elements as possible of the skills, knowledge and understanding indicated in the right hand column below to show how you meet all of the essential criteria/requirements outlined in the Person specification. If you also meet any of the desirable requirements, please also include evidence of this.*

*Before completing the application form, you should ensure you read ‘Guidelines for completing the application form’ as well as ‘Guidance on writing competency statements for a job application’.*

<b>Matching Competencies to National Occupational Standards Administrator</b>	
When completing your Application Form you should evidence as many elements as possible of the skills, knowledge and understanding indicated in the right hand column.	
<b>Essential Criteria:</b>	<b>We are looking for evidence of -</b>
<b>General Admin Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of two years administrative experience</li> <li>• Experience of Microsoft Office packages including Word and Excel</li> <li>• Experience of devising and implementing administrative procedures</li> </ul>
<b>Competencies:</b>	<b>We are looking for evidence of -</b>
<b>Operating Admin Systems</b>	<ul style="list-style-type: none"> <li>• How you have implemented administrative procedures according to agreed plans and checked that they are being used correctly</li> <li>• How you have used Word and Excel and/or similar software</li> </ul>
<b>Use of office equipment</b>	<ul style="list-style-type: none"> <li>• How you are able to use a range of office equipment</li> </ul>
<b>Maintaining Information Storage</b>	<ul style="list-style-type: none"> <li>• How you have used different information systems to store and retrieve information</li> </ul>