



Job Title: HR Administrator

Reporting Structure:

The HR Administrator is a member of the Assurance Department and reports firstly to the Assurance Director. In their absence, the Assurance Director may deputise.

Management Responsibility:

No Management Responsibilities

Main Duties

- Liaising with departmental managers, organising & co-ordination of recruitment & selection of new staff (including preparing advertisements, job descriptions, screening forms, short listing, interviewing & obtaining references)
- Developing & evolving policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures & absence management.
- Ensuring the company handbook is kept up to date.
- Design & implementation of staff appraisal systems & liaising with departmental managers to analyse training needs
- Advising managers on disciplinary issues, listening to grievances & implementing disciplinary procedures
- Interpreting and advising on employment legislation
- Keeping up to date with best practice on employment issues/policies
- Maintaining staff personnel & training records
- Issuing of contracts of employment.

General Duties:

- The post holder is required to conduct themselves in accordance with their contract of employment and the company handbook.
- The post holder must to the best of their knowledge and experience carry out work in such a manner so not to endanger their own health and safety, that of their colleagues, the company's clients, the general public, our suppliers or the environment.
- The post holder shall do their utmost to protect and enhance the company's commercial and financial well being and reputation.
- The post holder may be required to be called upon to carry out other reasonable requests/duties for the company at the discretion of his or her line Manager.
- Engage in training, development and education in order to keep skills and knowledge current and to strive for continual improvement.
- This job description should not be regarded as exclusive or exhaustive. There shall be a requirement to carry out other duties which the Company believes are within your capability.

Expected Qualifications:

- Basic HR / Employment Law training
- Word processing / IT skills
- NVQ 2