

# JOB DESCRIPTION



**ROLE:** HR Administrator

**CONTRACT:** Permanent

**LOCATION:** Coventry Transport Museum/Multiple sites

**WORKING HOURS:** 25

**RESPONSIBLE TO:** HR Advisor

**SALARY:** Spot Salary  
£16,823 per annum pro rata.

**RESPONSIBLE FOR:** N/A

## OVERALL PURPOSE AND OBJECTIVE OF THE ROLE:

- To provide a high quality and highly confidential, proactive and comprehensive administrative support to the HR Manager and HR Advisor.
- To develop effective working relationships with managers and staff to provide support and guidance on HR matters.

This position falls within a shared-services working arrangement agreed between the respective Boards of Directors of Culture Coventry Trust and Coventry Sports Foundation, which allows for the sharing of posts and associated services where appropriate and of benefit to the work of both organisations.

## MAIN DUTIES AND RESPONSIBILITIES:-

- To administer the starter and leaver processes including all documentation and induction processes and appropriate clearances including obtaining references, Right to Work in the UK checks, DBS checks etc.
- To support the HR Advisor and HR Manager with recruitment administration to include: drafting and placing adverts, managing candidate correspondence, arranging interviews in liaison with Line Managers, administering selection tests and acting as point of contact for candidates during the selection process.
- Maintain and update electronic and hard copy HR record systems containing all employment related information including absence, annual leave, starters and leavers, benefits and equality and diversity etc.
- To ensure that all documentation is filed both manually and electronically in a timely manner and in accordance with GDPR.
- Administration relating to Training, including sourcing and liaising with suitable training providers, booking rooms, co-ordinating with attendees, and updating training records.
- Prepare the monthly payroll adjustments each month to include sickness absence reporting to the payroll provider.

- Provide pension administration support and input monthly pension contributions.
- To prepare all letters and contracts for any changes to employee terms and conditions e.g. flexible working etc. and ensure associated payroll processes are completed.
- To ensure that maternity, paternity, shared parental leave applications are processed in accordance with Company policy and statutory provisions and ensure associated payroll processes are completed.
- Maintain the employee and casual worker database and support the implementation of any HR or payroll systems.
- Handle all initial internal and external HR enquiries, signposting as appropriate.
- To provide note taking support to the HR manager and Line Managers at formal and informal HR meetings.
- Take minutes for Board of Trustee meetings, produce and distribute within agreed timescales.
- To lead and manage small projects as part of organisational development.
- Ensure that the stock for all HR stationary and HR forms is maintained.
- To collect and sort incoming post and correspondence ensuring it is processed in a timely and confidential manner.
- To liaise with the finance team/payroll providers in relation to payroll queries.
- To maintain the storage of electronic HR files, ensuring that up to date policies, forms and other documents are available to managers.

#### **GENERAL RESPONSIBILITIES:-**

- To embrace and lead by example on the company's key values;
- Identify and review risks with your Line Manager as part of the organisational risk register;
- Contribute to the ongoing review and development of the Trusts policies and procedures to support continuous improvement;
- Ensure adherence to all Trust policies and procedures;
- Ensure your teams comply with and understand all Health & Safety policies and requirements;
- Support and input into the organisational digital strategy as required;
- Identify and collaborate with potential key external stakeholders;
- Identify fundraising or sponsorship opportunities and highlight these to your Line Manager; and
- Ensure adherence to the GDPR in respect of all data collected and maintained.
- To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company.
- To promote Equality and Diversity and ensure full compliance with Company policy.
- To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position.

# PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Well-developed interpersonal skills to be a team player and an approachable manner	<input checked="" type="checkbox"/>		
The ability to be proactive and can work on their own initiative	<input checked="" type="checkbox"/>		
Good communication skills.	<input checked="" type="checkbox"/>		
Strong administration skills with keen attention to detail	<input checked="" type="checkbox"/>		
Exceptional organisation skills with the ability to manage changing priorities in a busy environment	<input checked="" type="checkbox"/>		
Demonstrable professional integrity and credibility, with a clear understanding of the importance of working appropriately with confidential and sensitive information.	<input checked="" type="checkbox"/>		
An understanding of Human Resources and the role they play within the workplace.		<input checked="" type="checkbox"/>	
Experience in an administrative/clerical role	<input checked="" type="checkbox"/>		
Strong IT skills and proficiency in Microsoft Office applications.	<input checked="" type="checkbox"/>		
Knowledge of GDPR to ensure compliance and appropriate confidentiality of information.	<input checked="" type="checkbox"/>		
Experience of taking and writing minutes, summarising discussions and writing reports.	<input checked="" type="checkbox"/>		
Ability to adapt and react to changing priorities.	<input checked="" type="checkbox"/>		
Working towards or completed a CIPD Qualification.		<input checked="" type="checkbox"/>	

**Date Created:** November 2019

**Date Amended:** November 2020