

HR Administrator

JOB DESCRIPTION

JOB TITLE	HR Administrator
LOCATION	Charity HQ - Cayley House, South Lane, Elland, HX5 0HQ. Travel within Yorkshire on occasion.
REPORTING TO	Director of Finance
HOURS	Part-time - 15 hours per week. Days and hours negotiable for the right candidate.
ADDITIONAL INFO	The successful candidate will occasionally be required to assist in the wider activities of the Charity which may include some travel within Yorkshire e.g. large fund - raising events.
JOB PURPOSE	To provide professional HR support across the Charity for all the teams, the Senior Management Team and the Trustees

Key Responsibilities and Duties

- ❖ To ensure compliance with GDPR relating to the storage and retention of staff and payroll data.
- ❖ To maintain and update all employee records.
- ❖ To develop, maintain and implement HR processes and systems and ensure their compliance with employment legislation and Charity policy.
- ❖ To be the first point of contact for all HR related matters in the Charity.
- ❖ To produce all HR correspondence as required including contracts of employment and offer letters.
- ❖ To support and assist with the recruitment and selection process and ensure all relevant legislation is complied with in a timely manner.
- ❖ To carry out all pre employment checks including DBS checks as appropriate.

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- ❖ To arrange the annual Pensions surgery and ensure all new starters have an opportunity to have a pensions' meeting on joining the Charity
- ❖ To maintain and update the employee handbook as necessary
- ❖ To develop and implement new employment law policies and practices as appropriate for an organisation of this size.
- ❖ To develop and oversee the annual PDR process within the agreed timescale and to provide feedback to the SMT and Trustees as appropriate in order to improve the quality of the reviews
- ❖ To review KPIs and performance objectives and ensure they are measurable and consistent for similar roles. To report to the SMT and Trustees as required.
- ❖ To validate evidence provided to support the line managers bonus recommendation as appropriate
- ❖ To update and review sickness and attendance records and recommend action. To ensure return to work interviews are carried out.
- ❖ To coordinate the induction plans for new starters and liaise with line managers as appropriate
- ❖ To process resignations and carry out an exit interview. Provide feedback to line manager and Trustees as appropriate
- ❖ To monitor and maintain training records and agreements and monies recovered where appropriate.
- ❖ To prepare papers and data for Remco as appropriate and minute the meeting.
- ❖ To provide the Finance department with revised salary figures from the annual pay and bonus review ensuring that the appropriate information is sent to staff in an accurate and timely manner.
- ❖ Attend SMT meetings when requested
- ❖ To carry out other duties as requested by the Finance Director and Trustee with responsibility for HR

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Knowledge and Experience required:

Essential:

- ❖ CIPD qualified, relevant degree or HR experience commensurate with this level of qualification
- ❖ Previous experience in a similar role in different sized organisations
- ❖ Excellent employment law knowledge
- ❖ Experience of writing employment policies and practices
- ❖ Experience of providing a professional HR service to different levels of staff
- ❖ Excellent computer literacy (Microsoft Office Outlook/Word/Excel/PowerPoint)
- ❖ Willingness to travel around Yorkshire as part of the role
- ❖ Own transport

Desirable:

- ❖ Previous experience of working in an SME / Charity
- ❖ Lives within easy commuting distance of Charity Head office in Elland
- ❖ Experience of conducting formal meetings
- ❖ Experience of attending and minuting formal Remco

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Skills and Abilities:

Planning for the future - Plans to achieve their objectives within timescale, balancing short and long term requirements. Identifies opportunities and barriers and considers the implications of their actions.

Communicating with others - Pitches communication at the right level both verbally and in writing and checks for understanding. Good listening skills. Uses information to influence others. Able to give tough messages when required.

Quality Focus – Ensures that outputs are accurate and meet the standards and requirements. Recommends and supports initiatives to continually improve the quality of service, processes and systems.

Generating Ideas - Continually seeking to improve the service offered by the team by coming up with improved systems and processes and added value activities. Considers pros and cons and impact on team and resources

Building Relationships - Works well with others. Co- operates willingly with others. Able to quickly build effective relationships with all levels both internally and externally and meet the needs of the individual. Treats others with dignity and respect and able to gain the trust of others. Builds strong relationships with others.

Flexibility and Adaptability - Adopts a flexible and adaptable approach, taking on board the opinions of colleagues. Recovers well from setbacks and resistance from others. Remains calm under pressure and focused on the task. Encourages others to do the same.

Making Decisions - Anticipates issues and takes action to address underlying cause. Reaches effective decisions by gathering and analysing relevant information balancing cost, benefit and risk implications. Considers options, weighs up pros and cons before deciding on action.

Delivering Results - Accepts accountability and ownership. Ensures that they deliver on time and to required standard. Has high standards and leads by examples. A good role model. Creates enthusiasm in others.

Self-Motivated - Works well on their own or as part of a team. Demonstrates a positive attitude and the willingness to use initiative. Energetic and enthusiastic.

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Additional Information:

- ❖ Salary upon negotiation. Please state salary expectations on your application form.
- ❖ Discretionary annual staff bonus scheme based on the Charity's financial performance and personal KPIs after satisfactory completion of the six month probationary period.
- ❖ 22 days paid holiday per annum plus statutory Bank Holidays. (Pro-rata)
- ❖ Contributory pension scheme.
- ❖ Confirmation in post subject to completion of a successful six month probationary period.
- ❖ Life Assurance.
- ❖ The successful applicant may be subject to a full Disclosure and Barring (DBS) check.
- ❖ **First interviews will take place on 7th October 2019 at Cayley House, Elland.**

If you wish to discuss the job role in more detail, please contact Ursula Brearley, Director of Finance on 01422 237900

Closing date for applications is: Monday 30th September 2019 at 12noon

To apply for this position:

- ✓ Complete the application form (downloadable from our website www.yaa.org.uk)
- ✓ Attach a copy of your CV
- ✓ Provide a covering letter
- ✓ Complete the Equal Opportunities form (*optional*)

Please email completed applications back to us. Instructions of where to send applications are included on the Application Form.

GDPR & our Recruitment Privacy Statement:

The Yorkshire Air Ambulance complies by law with the Data Protection Act 2018 and the EU General Data Protection Regulation. Attached with this pack is a copy of our Recruitment Privacy Statement. This advises you of how the Charity collects and processes your personal data. The Privacy Statement also declares how the Charity will comply with GDPR and the Data Protection Act 2018. Please ensure you download and read the Statement before completing and submitting your application for employment.