

JOB DESCRIPTION

Job title: HR Administrator
Location: Eccles
Reporting to: Head of People Development



The Role

The main purpose of the role is to provide full employee life-cycle administrative support to the HR function. A secondary responsibility is to assist in the preparation and submission of the monthly payroll.

Key Duties/ Responsibilities

HR Administration

- Provide support to the Head of People Development across all aspects of the employee life-cycle.
- Act as point of contact for the administration and delivery of the full recruitment cycle.
- Generate contracts of employment, offer letters and new starter packs.
- Co-ordinate new employee IT and mobile phone set-up and access to BrightHR and Perkbox.
- Ensure all employment checks are carried out in line with company procedure.
- Co-ordinate the new starter induction process in conjunction with the H&S and Facilities Officer.
- Monitor employee probation and issue probation paperwork.
- Assist with the co-ordination and facilitation of learning and development interventions.
- Assist with sickness absence monitoring and processes.
- Assist with employee relations matters, attending meetings and taking minutes, as required.
- Maintain, monitor and up-date the HRIS with employee data changes.
- Maintain employee personal records, ensuring data held is accurate and complies with legal requirements.
- Provide support in responding to HR related employee queries.
- Design and communicate company announcements, as required.
- Assist in organising and facilitating staff events, as requested.
- Contribute to the ongoing development and maintenance of HR policies, procedures and documents.
- Identify training needs as necessary and be committed to continuous professional development.
- Undertake other duties as commensurate with the role of HR Administrator and as instructed by the Head of People Development.

Payroll

- Ensure payroll data is collated in a timely manner.
- Prepare the monthly payroll, ensuring accuracy and appropriate sign-off, as required.
- Provide pay related data to Finance, when requested.
- Upload starter and leaver information, change to terms and conditions and pay changes, as necessary.
- Act as point of contact for payroll queries and provide timely resolution.

Registered Office: 2A Sentinel House, Albert Street, Eccles, M30 0NJ

Bespoke Supportive Tenancies Ltd is a charity registered in England, registration number: 1143046. A registered provider of social housing, registration number: 4718. A Not-for-Profit organisation, limited by guarantee, registration number: 07375502.

Essential Skills/Experience

- Experience in HR administration.
- Strong attention to detail and accuracy.
- Good verbal and written communication skills.
- Organised and able to prioritise workloads.
- Ability to work to deadline.
- Understanding of confidentiality surrounding HR practice.
- Proficient in MS Office.

Desirable Skills/Experience

- CIPD qualified to level 3 or working towards.
- Knowledge of employment law.
- Payroll qualification.

Please forward your CV and cover letter to info@bestha.co.uk

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