



BROMLEY Y
HR ADMINISTRATOR
JOB DESCRIPTION

Job Title: **HR Administrator**

Section: **Strategy & Development**

Responsible to: **HR Lead (Bromley Y)**

Location: **Bromley**

Hours of Work: **5 days a week (37.5 hours)**

Grade: **2**

1. ROLE FOCUS:

To work closely and collaboratively with the HR Lead to support developing the HR infrastructure ensuring the delivery of an effective HR service across the organisation as a whole.

To provide an effective administrative support service to the Human Resources team while managing sensitive and confidential matters and protecting the security of information, data and files.

To assist in the process of recruitment, on boarding, induction and off boarding of **Bromley Y** employees.

MAIN DUTIES

- To provide day-to-day support to the HR Lead.
- To provide a customer-focused people service, which supports all aspects of the employee experience, including recruitment, onboarding, communication, engagement, learning and development, retention, and offboarding.
- To work with the HR Lead to support business organisational initiatives such as continuing to embed a culture of equality, diversity and inclusion in the workplace.

3. ADMINISTRATIVE RESPONSIBILITIES

- To draft contractual changes letters and to manage leavers administration
- Supporting HR Lead with the development and building of HR infrastructure
- Assisting and supporting with any business or HR related projects
- Upload all employees' important documents on SharePoint and updating HR folders.
- Being the first point of contact for all HR queries and questions coming through the HR mailbox
- Supporting with all employees related administration tasks for example: starters and leavers, probation reminders, appraisal tracking, training administration, responding to external reference requests, booking rooms and minute taking.
- Inputting data on the HR System (Sage HR), ensuring accurate and reliable information is maintained, producing management data reports when requested.

4. RECRUITMENT AND SELECTION RESPONSIBILITIES

- Supporting with writing job adverts and updating job descriptions
- Advertising roles on recruitment platforms
- Shortlisting candidates when required.

- Drafting conditional job offer letters.
- Drafting terms and conditions of employment
- Creation and updating of electronic personnel files on SharePoint.
- Onboarding of new employees and delivering the organisational induction
- Administer employee compliance checks, including Right to Work Checks, DBS renewals and Professional membership registration.
- Supporting volunteer recruitment activities and processes

5. EDUCATION AND TRAINING

- Attend training courses appropriate to the HR Administration role.
- CIPD Level 3 qualification, or a commitment to work towards successful completion of CIPD Level 3.

6. GENERAL

- Keep accurate and appropriate records, providing information for monitoring and evaluation when required.
- Work in accordance with the service's objectives and values.
- Comply with all organisational policies and procedures, and in particular to ensure safe, fair, and responsible working practices.
- Undertake duties to ensure the health and safety of post-holder, colleagues, service users, volunteers, and visitors.
- Work flexibly, being prepared to perform other administrative duties in line with the organisations priorities which may change from time to time.
- Promote the work of **Bromley Y** people and encourage positive understanding, awareness and attitudes towards emotional wellbeing and mental health.
- Work at all times to promote equality, diversity, and individual rights.
- Work alongside and ensure active service user participation in all aspects of work, including monitoring of activities.

JOB SPECIFICATION

	DETAILS	ESSENTIAL	DESIRABLE
QUALIFICATION	CIPD Level 3 or commitment to undertake the qualification.		X
	DBS check	X	
EXPERIENCE	Previous experience of working in an office administration environment	X	
	Experience of dealing with staff at all levels		X
KNOWLEDGE SKILLS AND COMPETENCIES	Ability to work in a fast-paced environment	X	
	Attention to detail and ability to multi-task. Well organised, with the ability to manage day to day work, projects as well as ad hoc responsive tasks, balancing a range of priorities and deadline.	X	

	Understanding importance of confidentiality	X	
	Excellent verbal, written, and interpersonal skills.	X	
	Proficient in the use of Microsoft Office	X	
	Working knowledge of Health, Social Services, Education and the Voluntary Sector		X
	Strong interpersonal and collaboration skills, friendly and approachable, and able to collaborate effectively at all levels of the organisation.	X	
	Understanding of HR processes and procedures		X
	Understanding of the full cycle recruiting process		X
	Knowledge of HR Systems and Cloud based filing	X	
VALUES	Can demonstrate support for the values and beliefs of the Bromley Y and for its services.	X	
	Can demonstrate support for the THRIVE model and the RESPECT principles.		X
	Holds positive attitudes to diversity, equality and enabling access to services for all	X	
	Holds a positive attitude toward children and young people, particularly those with emotional and mental health difficulties.	X	
PERSONAL ATTRIBUTES	Able to work from home, utilising remote technologies.	X	
	Flexibility across hours of work when required.	X	
	Excellent computer skills and abilities	X	