



1. JOB DESCRIPTION

Job Title	:	<ul style="list-style-type: none">• HR Administration Officer (Part Time 0.6FTE)
Group/Team	:	<ul style="list-style-type: none">• Operations / Business Support & Development
Working Base	:	<ul style="list-style-type: none">• The Old Ragged School / Home Working
Responsible to	:	<ul style="list-style-type: none">• Senior HR Officer
Responsible for	:	<ul style="list-style-type: none">• No line management responsibility
Overall Purpose of Job	:	<ul style="list-style-type: none">• Working within the Operations Team, provide general HR administration support to the HR Team, with an emphasis on personnel procedures, systems & reporting across the Group's (NWT and its subsidiaries) personnel spectrum.
Main Responsibilities	:	<ul style="list-style-type: none">• To undertake proactive administration of the Human Resources functions for the Group• Ensure the Group remains compliant with mandatory governance systems to ensure the smooth running of the charity.

2. JOB SPECIFICATION

Line Management and Supervision	<ul style="list-style-type: none">• No line management responsibilities. May be required to support HR volunteers.
Responsibility, Budgets and Other Resources	<ul style="list-style-type: none">• Provide administrative support to the Senior HR Officer and HR Officer with general personnel procedures & reporting• Responsible for maintaining effective, accurate and compliant personnel records across the Group within the guidelines of the Data Protection Act and Group policies.• Assist in the recruitment, on-boarding and off-boarding processes, administering all starters and leavers processes, including pre-employment checks, documentation, induction and exit processes• Complete Staff DBS checks• Support the People and Nature Team with the DBS system for volunteer checks

- Administer, monitor and report on the Group's mandatory learning environment
- Assist in the administration and promotion of the Group's staff benefits schemes
- Respond to reference requests for current and former members of staff
- Minute taking for the HR Working Group and other HR meetings as required.
- Complete the annual schedule of staff checks (driving licence, workstation, Health survey etc)
- Work to demonstrate our commitment to employment practices that promote diversity and inclusion

Work Complexity

- Establish and/or improve, where necessary, the Group's administration systems in accordance with HR and data protection policies, under the guidance of the Operations Manager and Senior HR Officer
- Assist in the development of record systems in accordance with the Data Protection Act/GDPR and Group policies.
- Support the Senior HR Officer with the development and implementation of HR projects as required

Decision Making, Creativity and Innovation

- Contribute to the Group's development of Human Resources programmes and policies
- Maintain own continuing professional development, keeping up to date with relevant HR developments

People, Contacts and Representation

- Be a point of contact for HR related queries, signposting onwards as appropriate
- Monitor and respond to the Group's recruitment campaigns; coordinate communication with candidates, schedule interviews and greet candidates, promoting the Group as a highly professional, inclusive and efficient organisation

Working Conditions

- Part time (0.6 FTE)
- Permanent
- There may be a need for travel across the County.
- Occasional evening and weekend working may be required.
- In order for the organisation to work effectively, the postholder may be required to assist with other areas of work and therefore should be prepared to undertake other duties appropriate to the post.
- Work in accordance with current Health & Safety legislation and best practice
- This role is subject to a DBS (Basic) check

3. PERSON SPECIFICATION

Job Title : HR Administration Officer (Part Time)
Team : Operations/Business Support & Development

	Essential	Desirable
Experience		
Experience in HR administration and an understanding of HR processes	✓	
Office administration in a medium sized organisation	✓	
Processing information and record keeping	✓	
Dealing with confidential information and maintaining confidentiality	✓	
Managing on/off-boarding processes		✓
Taking minutes at meeting		✓
Experience of working in the charity sector and with volunteers		✓
Competence, Knowledge & Skills		
A good level of formal education including GCSE Maths and English (or equivalent)	✓	
Excellent inter-personal and communication skills, with the ability to engage and work with a wide range of people	✓	
Professional practice with respect to dealing with all HR queries	✓	
Strong administrative and IT skills, including experience with Microsoft Office	✓	
Ability to work independently	✓	
Organisation skills to deal with a varied range of tasks	✓	
Attention to detail	✓	
A knowledge of HR databases		✓
CIPD qualification or relevant HR experience		✓
Knowledge of the DBS processes and procedures		✓
A general understanding of Data Protection, Health and Safety, HR and training issues		✓
Understanding of the role of volunteers within the charity sector		✓
Personal Qualities		
Integrity and discretion	✓	
Ability to adapt and work flexibly	✓	
Commitment to equal opportunities, diversity and inclusion	✓	
Positive outlook	✓	