

CURTIS BROWN

Job title: HR Administrator, Part time 0.6 (i.e. 3 days/week)

Reporting to: HR Manager

DUTIES AND RESPONSIBILITIES:

1. Upload all the data needed for the new HR Information System (Octopus/Cascade Go) and continue to monitor it on an on-going basis.
2. Assist with maintaining and updating of Staff Handbook, assist with updating of policies and guideline documents.
3. Assist with management of the Intranet re Staff Handbook and HR policy updates.
4. Draft (using templates) offer letters, contracts, promotion letters and any other paperwork, issue to individuals and track that we have received back all relevant docs from employees.
5. Maternity, Paternity, Adoption and Shared Parental Leave: Assist with meetings and liaise with employees regarding leave and pay queries, accrual of holiday, KIT/SPLIT days, maintain communication with employees while they are on leave.
6. Benefits: Assist with administration of - Salary Sacrifice Scheme (including IT purchases, Childcare Voucher Scheme, Bike to Work Scheme), Company Pension Scheme, Salary Sacrifice to Pension Scheme, Company Healthcare scheme (BUPA), Annual Travel Season Ticket Loan scheme and Life Assurance (DIS) Scheme.
7. Appraisal Scheme: Help to schedule meetings, assist with writing up annual appraisal outputs.
8. Absence Monitoring: Sick leave and pay, annual leave, compassionate leave, jury service and other absences
9. Recruitment: Assist with advertising, sifting applications, arranging interviews, keeping records of applications and interview notes for legal compliance reasons.
10. New Joiners: Assist with sending new starter forms & P46, take copy of passport for file, obtain photograph for circulation to company, set up new record on HRIS
11. Reference Letters: Write tenancy reference letters, employment reference letters as directed
12. Maintain HR records: hardcopy and digital as directed.

SKILLS AND APPTITUDES REQUIRED:

- At least two years' previous experience of working in an HR role
- Excellent communication skills
- Excellent administrative and organisational skills
- Tact and diplomacy, the ability to handle difficult situations