

## JOB DESCRIPTION

|             |                         |          |                  |
|-------------|-------------------------|----------|------------------|
| Job Title:  | <u>HR Administrator</u> | Version: | <u>V0.1</u>      |
| Department: | <u>People</u>           |          |                  |
| Reports To: | <u>HR Director</u>      |          |                  |
| Supervises: | <u>N/A</u>              |          |                  |
| Grade:      | <u></u>                 | Date:    | <u>July 2026</u> |

### Purpose of Job:

As an HR Administrator, you will provide professional, efficient and customer-focused HR administrative support across the full employee lifecycle.

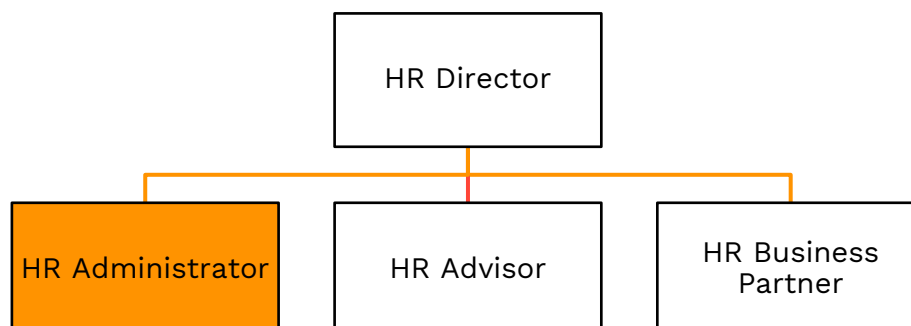
You are accountable for maintaining accurate employee records, supporting recruitment and onboarding activities, administering key people processes, providing first-line guidance to employees and managers, and monitoring/responding to various inboxes and requests.

You will contribute to the continuous improvement of People systems, processes and employee experience while ensuring compliance with employment legislation and data protection requirements.

### Dimensions:

|            |                                                                                                       |
|------------|-------------------------------------------------------------------------------------------------------|
| Financial: | N/A                                                                                                   |
| Staff:     | No direct reports - Supports all employees, managers, workers and contractors across the organisation |
| Others:    | Reports to HR Director, colleague to HR Business Partner and HR Advisor                               |

### Organisation Structure:



## **Principal Accountabilities:**

### **Recruitment and Onboarding**

- Coordinate end-to-end recruitment administration.
- Manage recruitment system workflows and candidate communications.
- Conduct pre-employment checks including right to work verification and references.
- Support managers through recruitment and onboarding activities.
- Coordinate induction and probation administration.

### **Employee Lifecycle Administration**

- Prepare contracts of employment, offer letters and contractual amendments.
- Maintain accurate employee records throughout the employee lifecycle.
- Process starters, movers and leavers.
- Support probation, performance management and absence management processes.
- Administer family leave, flexible working and other employee requests.

### **HR Systems and Data**

- Maintain HRIS data ensuring accuracy, completeness and compliance.
- Produce regular people metrics and management information reports.
- Support continuous improvement of HR systems and digital processes.
- Conduct regular audits of employee data and documentation.

### **Employee and Manager Support**

- Act as a first point of contact for HR queries.
- Provide guidance on HR policies, procedures and processes.
- Escalate complex employee relations matters appropriately.
- Ensure a professional and customer-focused HR service.

### **Compliance and Governance**

- Support compliance with employment legislation and internal policies.
- Ensure GDPR requirements are met in all people processes.
- Manage document retention and record-keeping requirements.
- Support audits and compliance activities.

### **Continuous Improvement**

- Identify opportunities to improve efficiency and employee experience.
- Contribute to People team projects and organisational initiatives.
- Support implementation of new systems and ways of working.

### **General Responsibilities:**

- Undertake training and development as required by the organisation.
- Demonstrate by actions commitment to organisation's Values.
- Demonstrate by actions commitment to equality, diversity and inclusion.
- Any other duties commensurate with role to support the organisation's business needs.
- To be responsible for their own health and safety.

### **Working Relationships and Contacts:**

- HR Director
- HR Business Partner
- HR Advisor
- Line Manager
- Employees
- Contractors
- Workers

**Person Specification:**

| ATTRIBUTES                                                                                                                                                                                                                   | ESSENTIAL                                                                                                                                                                                                                                                                                                                                            | DESIRABLE                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge</b><br><i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i>                                              | <ul style="list-style-type: none"> <li>• Understanding of HR administration processes across the employee lifecycle.</li> <li>• Understanding of employment legislation and GDPR principles.</li> <li>• Knowledge of HR systems and data management.</li> <li>• Knows what a positive culture looks and feels like.</li> </ul>                       | <ul style="list-style-type: none"> <li>•</li> </ul>                                                                                                                       |
| <b>Technical/Work-based Skills</b><br><i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc.</i>                                                                                      | <ul style="list-style-type: none"> <li>• Experience using HR Information Systems.</li> <li>• Strong Microsoft Office skills, particularly Excel.</li> <li>• Ability to produce accurate reports and analyse HR data.</li> <li>• Experience maintaining confidential records.</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• Experience with Moorepay or equivalent HRIS.</li> <li>• Experience with applicant tracking systems and LMS platforms.</li> </ul> |
| <b>General Skills/Attributes</b><br><i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i> | <ul style="list-style-type: none"> <li>• Customer-service mindset, right first-time delivery.</li> <li>• Strong problem-solving capability.</li> <li>• Ability to manage competing priorities.</li> <li>• Continuous improvement mindset.</li> <li>• Contribute to discussions and respond to questions in an informed and confident way.</li> </ul> | <ul style="list-style-type: none"> <li>• Maintain motivation and resilience through self-care and personal responsibility.</li> </ul>                                     |

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| <p><b>Experience</b><br/> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive).</i></p> <p><i>Please include a minimum no. of years' of experience where possible (i.e. 3+ years).</i></p> | <ul style="list-style-type: none"> <li>• 1-2 years' experience working within HR, People Operations or a similar administrative role.</li> <li>• Experience maintaining HR records and systems.</li> <li>• Experience providing advice and support to employees and managers.</li> <li>• Experience coordinating recruitment activities.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience supporting HR projects.</li> <li>• Experience producing HR metrics and reports.</li> </ul> |
| <p><b>Qualifications</b><br/> <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i></p>                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• GCSE (or equivalent) Maths and English.</li> <li>• CIPD Level 3 qualification or working towards.</li> </ul>                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• CIPD Level 5 qualification or working towards.</li> </ul>                                             |