



Job description and employee specification

Job title:	HR Administrator	Location:	Gloucester
Reports to:	HRBP	Working hours:	37 per week
Job number:		Salary grade:	D
Supervises:	No supervisory responsibility		
Main purpose of the job:	The HR Administrator will be responsible for the day-to-day administrative tasks within the team. Your role will include a variety of HR support and administrative duties including attending confidential meetings and note taking.		
Key duties and responsibilities:	<p>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</p> <p>This is what we need you to do:</p> <ul style="list-style-type: none"> • Sympathetically handle sensitive personnel information and minute taking for Sickness Absence, Investigatory, Disciplinary and Grievance meetings. • Liaise with HR Team, supervisors and managers to arrange formal HR meetings and ensure the correct paperwork is in place. • You'll expertly handle all correspondence with Managers via email, letter and telephone. • Update Goodshape and various other systems, as well as the team's own process tracking tools. • Support HR Team with ad hoc tasks and queries. • Liaise with HR Service Centre in relation to the termination process of employees. • Regular liaison with payroll for any monthly compensation changes or requirements, ensuring notification of any changes within cut-off deadline. • Ad-hoc project work. • Responsible for regular data audits (new hire, compensation, etc.) • Running monthly and ad hoc reports required by the team. • Monitoring completion and confirmation of probationary periods. • Supporting the administration of reward and benefits scheme. • Maintaining accurate records by adding relevant info when needed (this includes scanning; filing) • Miscellaneous admin tasks, on an ad hoc basis, for the various teams, on project and company matters, to ensure smooth running of the business. • Assist the HR team in managing all personnel records, ensuring data is accurate, complete and up-to-date. Ensure all paper and electronic personnel records are stored securely. <p>All employees of Ubico are also expected to:</p> <ul style="list-style-type: none"> • Work to add value to, and be a valued member of, the team and to be valued by customers. • Comply with the organisation's health and safety policies and safe systems of working. • Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation. 		



	<ul style="list-style-type: none"> • Be committed to and demonstrate the values of the organisation which are to: • Deliver quality – what we do, we do well. • Be safe – look out for yourself and others. • Do the right thing – make good decisions and treat people with respect. • Care for our environment – protect where we live and work. Strive to be cleaner and greener. • Work together – communicate well and help each other. 	
<p>Essential requirements - qualifications, skills, abilities, knowledge and experience:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Full driving licence and own car available and insured for business use • GCSEs (5 A-Cs or equivalent, including Maths and English) <p>Knowledge and experience</p> <ul style="list-style-type: none"> • Experience in office environment / similar or related role <p>Skills and abilities</p> <ul style="list-style-type: none"> • Flexible approach to working hours and tasks allocated. • Ability to work as part of a team and deal with customers, colleagues and management in a courteous, helpful and friendly manner. • Ability to use initiative and work with minimum supervision. • Good level of IT skills - MS Office. • Excellent verbal and written communication skills. • Ability to handle confidential information with tact and discretion. • Excellent attention to detail and the ability to multi-task with ease. • High level of attention to detail in order to prepare accurate documents. • Comfortable dealing with highly confidential information - and maintaining confidentiality. • Production of reports. • Prioritises and meets tight deadlines; achieves results and maintains composure under pressure. • Self-motivated with confident people skills, an excellent telephone manner and exceptional literacy skills. • Be a strong multi-tasker with good organisational skills with the ability to prioritise conflicting deadline. 	
<p>Desirable requirements - qualifications, skills, abilities and experience:</p>	<ul style="list-style-type: none"> • A formal HR Qualification and up to date knowledge of HR practices and procedures. • A level NVQ3, or BTEC relevant professional qualification (Office/ Admin e.g. CLAIT) (relevant experience can be considered as an alternative). • Previous HR experience is desirable. • CIPD Level 3 	
<p>Special conditions:</p>	<ul style="list-style-type: none"> • There will be a requirement to work at other locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service. • You will need use of a car for work purposes. 	
<p>Date created:</p>	<p>17/6/2024</p>	
<p>Date reviewed:</p>		
	<p>Name: Emma Henderson</p>	<p>Job title: Head of People</p>



Created/reviewed by:		
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