**JOB DESCRIPTION**

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| **Department:** Human Resources & Facilities | |
| **Job Title:** HR & Facilities Administrator | **Grade:**  B |
| **Responsible to:**  HR & Facilities Manager | **Date:** September 2021 |
| **Purpose of the job:**  To provide an effective and efficient administration service to HR & Facilities departments. | |
| **Duties and Responsibilities** Human Resources  * Maintain up to date, confidential personnel files. * Input data in to the HR database, ensuring that records are up to date at all times. * Time Management System– maintain and adjust records to ensure the production of accurate and timely information relating to staff flexi records. * Produce weekly, monthly and ad hoc reports as required. * Issue paperwork in relation to the absence management procedure, monitoring and reporting on completion as required. * Assist in the administration of the recruitment service to the organisation, by ensuring that all actions on the HR starter process have been completed and organising inductions for all new staff. * Work with colleague to ensure that all leaver actions are completed. * Assist in the organisation of training activities, including drafting timetable for group sessions and sending invitations; liaising with training providers as needed, and ensuring they can log in to Teams sessions at the right time. * Lead in a ensuring that Independent Assessor information including insurance and DBS are up to date, setting up DBS applications when required. * Organisation of annual mammograms and any other occupational health initiatives. * Provide workstation assessments and advice to staff on how to maintain their health and safety while at work. * To handle queries to HR diplomatically and confidentially, escalating them to team members when required. * Responsible for the deletion of HR data in line with data retention periods and as directed.  Facilities Assist with facilities activities as required, including organising repairs or maintenance work.  **General**   * To participate in cross-functional projects as appropriate. * To carry out other appropriate duties as may be required. | |

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| **Department:** Human Resources and Facilities | | |
| **Job Title:** HR & Facilities Administrator | | |
|  | **Essential** | **Desirable** |
| **Experience** | * Administration experience with similar duties. * Record input and maintenance. * Varied and demanding workload. * Working with confidential data. |  |
| **Skills, knowledge and abilities** | * Fully competent in Microsoft Office particularly – Word, Excel, , Outlook. * Knowledge and ability to manage computer and hard-copy filing systems. * Communication skills - written and oral. * Excellent interpersonal skills. * Literacy, numeric and accuracy skills. * Excellent document presentation skills. * Knowledge of data protection and dealing with confidential information. * Ability to use initiative. * Ability to cope with a varied and demanding workload. * Ability to work proactively as part of a small team. * Ability to handle pressure and work to deadlines. |  |
| **Education/Training** | * General education to GCSE standard or equivalent. |  |
| **Personal attributes** | * Positive and innovative approach to administration. * Committed to continuous improvement. * Open and participative style of working. * Flexible and adaptable to work demands and changes. * Commitment to Family Fund’s values. * Commitment to equality, diversity, inclusion and fairness for all. * Commitment to safeguarding. |  |

**PERSON SPECIFICATION**