

## **JOB DESCRIPTION**

**JOB TITLE:** HR & Training Administrator

**JOB PURPOSE:** To support the function of the HR Team to offer a comprehensive HR service and support the Training function of the charity by providing accurate and timely administrative support.

**RESPONSIBLE TO:** HR Advisor

### **MAIN DUTIES**

1. Provide efficient day-to-day administrative support to the HR Team.
2. Support with the maintenance of employee records on the HR database. (Access SelectHR).
3. Input and maintain all HR training records on the HR database and Training portal ensuring all records are kept up to date and accurate.
4. Manage the DBS and car documentation renewal process and provide colleagues and managers with support.
5. Responding to external reference requests.
6. Manage the process of contractual changes on HR database, including letters and Payroll are notified and receive the documentation in a timely manner.
7. Monitor staff sickness and absence, providing monthly reports for the Head of HR and the Senior Management Team.
8. Resolve HR database queries as required.
9. Provide essential administrative support for HR processes, including note taking at meetings.
10. Run monthly reports on employee training records, ensuring all mandatory training is refreshed accordingly.
11. Responsible for managing all queries in the HR inbox and assisting where appropriate.
12. Support internal training on HR database.
13. Provide information for the Board of Trustees & Senior Management Team on a bi-monthly basis.
14. Support the Head of HR with HR projects and initiatives as required.
15. Assist with Audits and inspections.
16. General day to day filing

### **SKILLS AND EXPERIENCE**

1. Proven experience in a HR administration role or similar.
2. Knowledge of data protection and maintaining confidentiality
3. Experience of building relationships with internal and external customers
4. Excellent administrative skills
5. Keen eye for detail
6. Highly organised with strong attention to detail.
7. An excellent communicator both written and verbal, with the ability to liaise and build relationships and trust with employees and managers.
8. Comfortable working at a fast pace with the ability to prioritise conflicting demands.
9. Passionate about providing excellent customer service.

10. Excellent IT skills, specifically MS Office.
11. Working knowledge of other human resources information systems would be advantageous, training will be provided.

### **Training and Development**

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

### **Health and Safety**

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

### **Working Practices/General**

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role. Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.
2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

**This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.**

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please print name:** \_\_\_\_\_