

## **AGE UK BOURNEMOUTH, POOLE & EAST DORSET**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	HR Administrator
<b>SALARY:</b>	<b>£9729pa (Actual)</b>
<b>HOURS:</b>	16 hours per week
<b>RESPONSIBLE TO:</b>	Chief Executive & Head of Information & Operations and ultimately Trustees of Age UK Bournemouth, Poole & East Dorset
<b>JOB PURPOSE:</b>	To play a key role in providing effective & efficient Human Resources support to the organisation

### **MAIN TASKS**

1. Forming and maintaining all employee records
2. Updating and maintaining the organisations HR system
3. Recording all staff sickness and updating payroll/ finance department
4. Calculating and recording of all staff holiday and updating appropriate database, ensuring adequate office cover in conjunction with the office manager/ service managers
5. Prepare and amend all HR documents such as employment contracts, variation letter, staff increases etc
6. Ensuring recruitment guidelines are up to date
7. Reviewing and amending company policies ensuring up to date legislation applies and are legally compliant
8. Update/ amend all appropriate staff forms
9. Being the first point of contact for employees on any HR related matter and then reporting back to the Chief Executive
10. Provide payroll department with all relevant staff information relating to pay etc.
11. Undertaking all relevant paperwork for new employees- references etc
12. Creating and posting adverts for new posts, internally & externally
13. Collating all paperwork for new posts
14. Sending out documentation to potential candidates
15. Assisting with interviews

### **General**

1. To undertake all necessary training.
2. To adhere to all Age UK Bournemouth, Poole and East Dorset policies and procedures.

3. To undertake any other reasonable duties as requested by your Line Manager, Senior Managers, Chief Executive or Trustees.

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the organisation, and in keeping with the general profile of the post.

### **Essential Criteria**

Previous experience of working as an HR Administrator  
Excellent administration and communication skills  
Be accurate, meticulous, and used to working to strict deadlines.  
Organised with a high level of attention to detail  
Ability to use a range of Microsoft applications such as word, excel, outlook etc.

### **Desirable Criteria**

CIPD qualification