

## HR Administrator

<b>Location</b>	Unseen's Head Office, Bristol
<b>Reports to</b>	Head of Operations
<b>Purpose</b>	<p>Unseen is an anti-slavery charity, directly supporting survivors of modern slavery and trafficking, and also operating the UK's Modern Slavery &amp; Exploitation Helpline.</p> <p>Unseen is recruiting a full-time HR Administrator to facilitate core HR processes across the organisation. We are looking for an organised individual with HR experience and excellent multi-tasking skills to deliver administrative support for recruitment and HR processes.</p>
	<p>Main responsibilities of the HR Administrator will be to:</p> <ul style="list-style-type: none"> <li>• Provide an internal HR administration function for Unseen.</li> <li>• Work in conjunction with our internal management teams and outsourced HR advice service.</li> <li>• Act as a first point of contact for all HR related enquiries from people managers across the organisation.</li> <li>• Be the primary administrator on Unseen's HRIT system (People HR), maintaining and ensuring accuracy of all personnel files and producing reports as required.</li> <li>• Carry out all employee administration processes.</li> </ul>
	<p>This is a full-time role comprising 37.5 hours of work per week, Monday - Friday</p>
<b>Salary Range</b>	£23,741.49 per annum. Pay Point 20.
<b>Hours of work</b>	37.5 hours per week across Mon-Fri
<b>Entitlements</b>	<p>Full-time staff receive 33 days holiday inclusive of bank holidays. Part-time staff will receive pro-rata equivalent.</p> <p>Unseen has an opt-out pension scheme.</p>

### **RESPONSIBILITIES & DUTIES**

#### **1. Recruitment & Selection**

- 1.1. Responsible for managing all administrative tasks in relation to recruitment: enquiries, advertising, selection and employment checks. Responsible for carrying out all administrative tasks in the recruitment process.
- 1.2. Ensure Unseen's commitment to equalities and diversity is reflected in all recruitment processes.

#### **2. HR Administration**

- 2.1. Responsible for carrying out all day-to-day HR administrative tasks.
- 2.2. Oversee and facilitate new starter and leaver processes.
- 2.3. Generate all letters and contracts for new starters and for any changes to employees' terms and conditions.
- 2.4. Maintain personnel records (via Unseen's HR IT system) to ensure all employee related information is current and up to date.
- 2.5. Responsible for handling advice, calculations, processes and documentation related to employees' leave and ensuring that associated payroll implications are applied.
- 2.6. Provide support with training administration and maintain training records.
- 2.7. Provide administration support for the engagement of volunteers.

### **3. Advice and Guidance**

- 3.1. Being the point person with Unseen for HR administrative function; giving advice and guidance to line managers on general HR queries in line with Unseen's Staff Handbook, Policies and Protocols and templates.
- 3.2. Assessing issues that are raised and agreeing process of escalation to external HR advice team and supporting with this process.
- 3.3. Ensure template documents (both internal and external) are up to date, catalogued and included in toolkit resource folders for future use.
- 3.4. Provide administrative support as needed in relation to disciplinary matters.

### **4. HR IT System and Reporting**

- 4.1. Being the primary contact for generating queries and reports from the HR IT system.
- 4.2. Maintain the HR IT System so it accurately reflects up to date employee information.
- 4.3. Create and provide reports to allow managers to monitor employee data and training.
- 4.4. Conduct regular checks and cleansing of the database to ensure accuracy of data and information held.
- 4.5. Be proactive in optimising our use of the HR IT system.

### **5. Payroll**

- 5.1. Manage HR elements of payroll processes, including reporting required and ensure that systems are up to date.
- 5.2. Work with Unseen's payroll provider to calculate monthly payroll.

### **6. General (all staff)**

- 6.1. Promote the vision, aims and objectives of the organisation and ensure that all contacts with external people and organisations fully reflect the professional approach of the organisation.
- 6.2. Understand and comply with all relevant legislation and adhere to organisational and operational policies, procedures and administrative procedures.
- 6.3. Sign a confidentiality agreement.
- 6.4. Undertake any other duties as required and requested.

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### **PERSON SPECIFICATION**

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	<b>Criteria</b>
<b>Essential Knowledge, Skills and Experience</b>	
1	Extensive and broad experience in HR administration and HR processes: recruitment, starters and leavers processes and calculations, maintenance of employee records, creating HR documentation and correspondence, payroll.
2	Strong office based administrative experience, plus some experience of providing support to senior management.
3	An excellent level of computer knowledge, keyboard skills and experience using a range of software including Microsoft Word, Outlook and Excel.
4	Competence in using HR IT systems to maintain accurate personnel files, record and track all employee information and conduct reporting.
5	Experience of producing accurate and, at times, complex contracts of employment and correspondence.
<b>Skills and Abilities</b>	
6	Ability to work professionally with internal team, at various levels of seniority, as well as external

	<b>agencies</b>
7	Excellent written and oral communication, and interpersonal skills
8	Excellent time management skills with the ability to balance and prioritise responsibilities in a multi-faceted role.
9	Ability to use initiative and work autonomously.
10	Understanding of the measures to take when working with confidential and sensitive information.
	<b>Values</b>
11	Commitment to social justice issues, equalities and diversity.
12	Understanding of and empathy with the needs of those impacted by having been exploited, trafficked and enslaved
13	A positive and enthusiastic approach to personal professional development and to the continuous improvement of role specific processes and responsibilities.
	<b>Desirable</b>
14	Experience of using and maintaining the People HR IT system specifically.
15	CIPD qualification or other relevant HR experience/study/qualification