

Job Description

Job Title:	HR and Recruitment Administration Assistant
Hours:	25 hours per week
Contract:	Permanent
Responsible to:	Human Resources Manager
Based in:	<i>Ashton primarily, with a willingness to travel Across Tameside, Oldham, and Glossop, and other locations across Greater Manchester</i>
Salary:	£12,103 (£17,428.32 FTE) Grade 1

Summary of Main Duties and Responsibilities

We are looking for a HR and Recruitment Administrator to support our Human Resources department and work alongside the HR Manager and current HR Administrator. The role will act as the first point of contact for all HR-related queries from employees and external parties.

The main duties include providing full end to end administrative support, for Managers with both internal and external recruitment processes for employee and volunteer positions. Primarily responsible for recruitment administration including posting job adverts, short listing, arranging interviews, creating offer letters, requesting references, through to induction and setting up employee/volunteer profiles, requesting system access as appropriate and overseeing compliance with current employment legislation.

Additional HR administration duties will include the day to day management the HR inbox, maintaining personnel/employment records and updating internal databases to ensure the smooth running of the HR function within TOG Mind

Duties Relating to the Post

- To work as part of the Human Resources department team in the day to day running of all aspects of the department.
- To support internal and external recruitment processes, for both employees and volunteers
- To provide administrative support for all aspects of recruitment
- To advertise new positions internally/externally as appropriate
- To oversee candidate management, collating applications, supporting shortlisting and arranging interviews

- To request references for new employees and volunteers
- To oversee the set-up process for all new employees, creating new employee profiles, request necessary system access and communicate new equipment requirements
- To provide a standardised HR induction for all new starters, including Health and Safety briefings and upload and review the completion of the training profile for internal mandatory training
- To manage DBS applications for all new starters and volunteers, following internal processes –
- Responsible for DBS renewals for all current staff and volunteers
- To ensure compliance with relevant employment legislation, with reference to Right to Work and Working Time Directives for new work patterns
- To ensure the accuracy of all employee data held on company systems
- Respond to employee queries in line with HR Policies and procedures
- Liaising internally with Finance and externally with our payroll partner DTE for any matters regarding employee pay and benefits
- To undertake a variety of recruitment related projects as and when required to support the evolution and continuous improvement of the centralised recruitment service.
- To manage the leavers processes, actioning on internal systems and revoking system access, calculate and communicate leavers pay and overseeing the completion of exit interviews
- To assist with the completion of quarterly Trustee reports, audits and surveys as required
- Responsibility for organising own day-to-day work tasks or activities
- Responsible for providing and receiving routine information orally to assist in undertaking own job, communicating with work colleagues
- To make judgements involving straightforward work-related facts or situations
- To undertake surveys or audits, as necessary to own work
- Carry out any other reasonable tasks as requested by relevant manager

Person Specification

E = Essential and must be able to demonstrate these points in order to be shortlisted

Attitudes and values

1. A willingness to embrace change and the unknown (E)
2. A desire to take on new challenges to assist in developing the department and the services it offers (E)
3. A willingness to develop and maintain positive working relationships (E)
4. A commitment to developing volunteers (E)
5. Manage own well-being (E)

Experience

1. Demonstrable experience of HR administration
2. Demonstrable experience of Recruitment administration (E)
3. 3 months experience of office-based work (E)

Knowledge

1. A broad knowledge of key areas of work
2. Knowledge of relevant employment legislation

Abilities

1. Ability to prioritise own workload
2. Effective verbal and written communication
3. Ability to work independently and as part of a team
4. Ability to identify problems and take appropriate action
5. Ability to support volunteers
6. Ability to travel across the geographic area of TOG Mind
7. Ability to manage professional boundaries
8. Ability to manage own timekeeping
9. Ability to undertake any other reasonable tasks requested

