

## JOB DESCRIPTION

### HR Administrator

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#### 1. Job Purpose

To carry out HR administration duties for imago staff which includes two hotels, Burleigh Court and The Link, as well as other venues based on Loughborough University campus.

#### 2. Duties and Responsibilities

- 2.1 Process all appropriate paperwork to employ/change staff contracts/end contracts of employment and notify payroll accordingly.
- 2.2 Support the recruitment process, ensuring that appropriate approvals are in place and help to draft documentation and monitor progress from advert to offer.
- 2.3 Ensure receive starter information for new staff including evidence of eligibility to work in the UK.
- 2.4 Maintain the HR (iTrent) and time management (TMS) databases to ensure employee details are kept up to date and hours are recorded for every member of staff and casual workers.
- 2.5 Run a weekly casual hours worked report from TMS, ensure the hours are authorised by the Operations Manager and check and submit data to payroll every four weeks.
- 2.6 Process overtime payments for salaried staff in line with the monthly payroll deadline.
- 2.7 Log sickness absence on iTrent, ensure appropriate certificates received and passed to payroll and produce monthly report of sickness costs.
- 2.8 Produce end of probation letters and administer salary increase if applicable.
- 2.9 Log PDR's onto the iTrent system.
- 2.10 Administration in support of annual salary review process.
- 2.11 Ensure all managers and staff follow the Company's HR policies and procedures by using the correct systems and paperwork.
- 2.12 Ad-hoc correspondence including reference requests.
- 2.13 Keep personnel files up to date.
- 2.14 Liaise with Finance team regarding any new starters, leavers, changes to salaries and pension scheme administration.
- 2.15 To sort the post for Burleigh Court Hotel. Invoices, cheques, remittances are passed to Finance to be opened and date stamped. Any other post is opened, data stamped and distributed accordingly.
- 2.16 Other duties and responsibilities commensurate with the level of this post.

**PERSON SPECIFICATION**

**Position Title: HR Administrator**

	<b>Essential</b>	<b>Desirable</b>	<b>Stage to be Assessed</b>
<b>Experience and Training</b>	<p>Minimum 2 years' experience of working in a varied administrative role where there has been the need to work accurately under pressure</p> <p>Experience of prioritising work and producing own correspondence</p> <p>Extensive experience of using Microsoft Office products including advanced use of Excel spreadsheets</p> <p>Experience of maintaining a database and producing reports</p> <p>Ability to demonstrate evidence of continuing professional development and willingness to undertake further training and adopt new procedures as and when required</p>	<p>Experience of working in an HR or Finance environment</p> <p>Experience of using an HR database (for example iTrent)</p>	All to be assessed at stages 1, 2 and 3
<b>Skills and Abilities</b>	<p>Excellent IT skills including Microsoft Office Outlook, Word and Excel</p> <p>Ability to work accurately under pressure and with great attention to detail</p> <p>Highly organised and able to work using own initiative and prioritise tasks effectively in order to achieve tight deadlines</p> <p>High level of numeracy</p> <p>High standard of English literacy with excellent written and verbal communication skills</p> <p>Outstanding customer service skills</p> <p>Punctual, flexible and reliable</p>	<p>Use initiative to ask questions and query systems in place.</p>	All to be assessed at stages 2 and 3

	<p>Ability to working independently using own initiative as well as work effectively as part of a team</p> <p>Confident, enthusiastic and highly motivated</p> <p>Discretion and ability to maintain confidentiality at all times</p>		
<b>Education/Qualifications</b>	<p>Minimum GCSE Grade C passes (or equivalent) in Maths and English</p>	<p>Educated to A level standard (minimum 3 A level passes or equivalent).</p> <p>Certificate in Personnel Practice or equivalent</p>	<p>All to be assessed at stage 1</p>
<b>Equality and Diversity</b>	<p>Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace</p>		<p>2 and 3</p>
<b>Other</b>	<p>Willing to wear imago's corporate uniform</p>		<p>3</p>

**Stages in assessment:**

- 1= application form
- 2= selection tests
- 3= interview