

JOB DESCRIPTION FOR PEOPLE ADMINISTRATOR OCTOBER 2024

A list of job duties associated with your job title is set out below. This job description is non-contractual and the Company reserves the right to amend, withdraw or depart from its provisions at its discretion. Subject to the Company's business requirements you may be required from time to time to undertake other work within your capacity and the Company reserves the right to amend the job title and/or job description from time to time, on a temporary or permanent basis, to reflect your own development or the Company's business needs.

Job title	People Administrator
Band	B3
Team	People team
Purpose of role	To co-ordinate People administration for all team members based at Imago Venues and Loughborough University Nursery.
Reports to	People Officer
Main duties	<ul style="list-style-type: none"> Responsible for the whole recruitment process using the iTrent recruitment module. Ensure that appropriate approvals are in place and monitor progress from advert to offer. Ensure that all vacancies are advertised on the relevant external and internal advertising platforms. Keep the current vacancies page on our website up to date. Send out current vacancies list fortnightly. Ensure that the correct contract is issued, and complete onboarding to agreed deadlines. Ensure that evidence of eligibility to work in the UK is received for all new starters prior to commencement of employment. Take up references for all new starters before employment commences, ensuring safer recruitment practices are followed for LUN new starters. Support external candidates and internal users of the iTrent system, providing advice and problem solving as required. Liaise with the University's iTrent administration team as required. Process appropriate paperwork for any job transfers or salary increases, updating iTrent and notifying payroll accordingly. Process appropriate paperwork for leavers, updating iTrent and notifying payroll accordingly. Conduct administration required for the AEGON and NEST pension schemes including upload of contributions, communication to team members re auto-enrolment and processing of opt outs.

	<ul style="list-style-type: none"> • Support the payroll process as required to ensure accurate payroll submissions in line with monthly payroll deadline. • Resolve all pay queries, liaising with the University's Payroll team as appropriate. • Maintain iTrent to ensure employee details are kept up to date. • Help administer COL and RLW salary reviews. • Take notes at investigation meetings when required. • Collate absence data for sickness review meetings. Send out review meeting invites. • Complete and submit monthly ONS statistics. • Produce end of probation letters, ensuring that all probation paperwork has been completed. • Update iTrent training records. • Run monthly training report. • Provide administration support to the L&D Officer with printing and collating of training materials and sending out training course details. • Keep current employee and leaver files up to date. • Respond to requests for references (eg. mortgage references/previous employee references). • Administer annual long service awards. • Monitor HR Inbox. • Other duties and responsibilities appropriate with the level of this post.
People skills	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written. • Great interpersonal skills with the ability to build and maintain strong relationships with all. • Discretion and the ability to maintain confidentiality at all times. • Able to work accurately under pressure, prioritise work to meet deadlines with strong attention to detail. • Able to work independently using own initiative as well as work effectively as part of a team.

Technical skills	<ul style="list-style-type: none"> • Excellent IT skills including Microsoft Office Outlook, Word and Excel. • Excellent administration skills, with strong attention to detail. • Experience of using an HR system. • Strong numerical skills.
Qualifications & Experience	<ul style="list-style-type: none"> • Experience in an administrative role. • Educated to GCSE level with Grade C or above in English Language and Maths (or equivalent).

I have given a copy of the above to (insert name) and have explained all aspects of it.

Name of Manager (please print)
Signature of Manager

Date

I confirm that I have been taken through the above, understand it and have received a copy of it.

Employee name (please print)
Signature of employee

Date