

JOB DESCRIPTION & OBJECTIVES

HR ADMINISTRATOR

DUTIES

Undertake tasks within the HR function including:

- Maintaining records
- Recruitment procedures and processing new starter and leaver documentation
- Preparation and issue of contracts of employment
- Preparation of documentation for new employee induction
- Disciplinary and grievance procedures

Demonstrate competence with regard to HR legislation

Ensure practical application of relevant legislation

Work with staff Partners in developing and communicating HR policies and procedures

Assist with risk assessments for health & safety compliance

Be alert to changes and ensure policies and procedures are kept up to date

Work with & support the Department Managers in their HR requirements

Identify HR training needs of staff and suggest ways to meet those needs by internal or external training

PERSONAL ATTRIBUTES

Accuracy – consistently high standard of work, demonstrate attention to detail

Efficiency – able to plan workload and have an optimum approach to all work

Reliability – complete reliability with regard to HR function

Responsibility – demonstrate readiness to take complete responsibility for work

Confidentiality – be able to keep all information obtained confidential

CONTRIBUTION TO THE FIRM

Work with staff partners to ensure that the HR function runs smoothly and efficiently and meets the needs of the firm.