

Job Description

<i>Job Title:</i>	HR Administrator
<i>Department:</i>	Human Resources <i>Reporting to:</i> Head of HR
<i>Payroll Department</i>	COH - HRF
<i>People Responsibilities:</i>	None

Main Purpose of Role:

Providing professional and efficient HR administration and a preliminary advisory service to managers and employees on all aspects of HR, in line with association policies and procedures. Ensuring the effective function of day-to-day HR activities. Responsible for the delivery of HR administration and operational HR aspects of the full employment life cycle. Regularly reviewing current working processes and systems and making recommendations for change/improvement where needed.

Role Responsibilities:

- Conducting all day-to-day HR administration and operational tasks covering the full employment lifecycle, including support for cyclical HR activities such as the performance management cycle, annual pay review, benefits renewal, etc.
- Processing all HR documentation, such as employment contracts, changes to terms and conditions, and any related administration.
- Updating and maintaining up to date and accurate employee data on the HR databases and systems (Employment Hero, Atlas, Teamseer & internal HR drive) and support the provision of HR metrics.
- To run and monitor absence reports, highlighting issues to managers; provide support, advice and guidance to managers on all aspects of sickness absence including occupational health, reasonable adjustments etc.
- Act as the first point of contact for staff, managers and external stakeholders in relation to HR processes, policies and queries.
- Preparing the payroll by collating, inputting and sending relevant data to the third party payroll provider.
- Dealing with all aspects of recruitment from liaison with Managers, appropriate advertising of roles and supporting interviews, including the regular review of the preferred recruitment agencies and advertising channels.
- Organising and conducting employee inductions in liaison with Managers to ensure the appropriate process is followed, including regular review of the process to maximise the onboarding experience.
- Managing the leaver process, conducting exit interviews, documentation and reporting.
- Supporting the implementation of the annual employee engagement survey, presenting the results, making recommendations, and implementing changes where possible.
- Administration of all the employee benefits including updating providers and payroll on changes, supporting annual renewal, addressing queries, etc.
- Supporting employee development by acknowledging all training requests, managing the training budget and approving requests where possible, ensuring relevant administration is processed.
- Ensuring HR policies & procedures are up to date, in line with current legislation and industry standards, and updating the HTA Intranet with these updates.
- Provide administrative support to key HR projects and people initiatives that support the delivery of business objectives.

- Undertaking such other duties, commensurate with the responsibilities above, as may from time to time be required by the HR Manager and members of the HTA management team.

Essential Skills and Qualifications:

- Proven previous experience within an HR administrator role.
- The ability to work as part of a team, support colleagues and promote excellent team spirit.
- Excellent communication skills and able to maintain confidentiality and act with discretion and diplomacy with the ability to be objective and empathetic.
- Ability to effectively engage and build solid relationships with colleagues across the organisation and external stakeholders.
- Strong administrative, organisational and time management skills alongside attention to detail.
- IT Literate with demonstrable knowledge of MS Office including Outlook and HR information systems.
- Customer focussed and able to anticipate, understand and respond to meet or exceed customer expectations.
- Educated to GCSE standard.
- Self-motivated and ability to work under own initiative and as part of a team.

Desirable Knowledge, Skills and Experience required:

- CIPD Level 5 qualified, or working towards.
- An enthusiasm for gardens/gardening, the outdoor environment and contributing to it.
- Experience of supporting employee relations matters / case management and providing HR risk based advice.

HTA Core Purpose

We help our members to flourish.

HTA Mission Statement

On behalf of our members we promote, support and nurture our industry to ensure a robust and sustainable future. Our aim is to recruit and retain people with the behaviours that support our mission and who will grow with us and achieve more.

Our Values

Collaboration

Approachable, responsive and helpful, nothing is too much trouble. Enthusiastic, self-motivated and confident with a 'can do' attitude

Integrity

Demonstrate honesty, trust, openness and respect when liaising with people. Treat everyone as an individual and be responsive to their needs.

Innovation

Keen to develop and learn new skills. Welcomes change, is flexible and can adapt and deal with various demands. Pro-active, open to new ideas and encouraging of ways to continually improve.

Influence

A good communicator who listens and is able to express themselves clearly. A professional and informed approach to our members and customers. Providing specialist knowledge leading to a fulfilling experience