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|  | **Job Title:** |  **HR Administrator** |  |
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|  | **Reporting To:** | **Finance Director** |  |
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|  | **Job Summary:** |  |
|  | You will assist the HR Advisors in providing an effective HR service for all areas of the charity by supporting with the implementation of HR initiatives and building strong relationships with stakeholders and leaders across the Charity.You will play a key part in contributing to the successful delivery of a proactive and professional HR service. |  |
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|  | **Main Duties of the Post:** |  |
|  | **The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of MAAC which may be amended from time to time.** Main day to day duties include:**HR Administration:** * Managing all internal staff records, ensuring all staff personnel changes are documented and updated on the relevant files and the HR system.
* Ensuring that all HR filing and archiving of leaver files are up to date.
* Responding to employment reference requests.
* Managing the HR inbox, responding to queries or forwarding on to the HR Advisors where required.
* Taking responsibility for all employment change letters.
* Ensuring that staff on family friendly leave are invited to all charity events.
* Collating and maintaining any statistics and data administration required in HR.
* Organising meetings and taking minutes.
* Responsible for the data inputting on the HR system.
* Processing internal arrangements such as travel, training sessions and team building events.
* Ensuring legal compliance at all times.

**Recruitment:** * Managing the recruitment inbox; responding to all speculative applications and agencies as appropriate, passing forms on for further consideration.
* Assisting the HR Advisors and line managers in the production of job descriptions and identifying key competencies for each role.
* Ensuring that all members of staff have an up-to-date job description.
* Liaising with agencies and organising the advertising of roles internally and externally as appropriate.
* Scheduling interviews in diaries as required.
* Advising and ensuring the recruitment process is followed in line with policy.
* Ensuring that all recruitment administration is completed in a timely manner, in conjunction with the HR Advisors.

**Onboarding:** * Responsible for the administration and completion of all new starter paperwork, including offer letters and contracts.
* Arranging and completing DBS checks for all new staff.
* Setting all new starters up on the HR system and ensuring all paperwork is returned, including references, prior to starting.
* Assisting the HR Advisors with the first day HR induction for all new staff, ensuring they receive the appropriate level of induction.
* Assisting the HR Advisor’s with advice and support to line managers surrounding induction and probation.
* Ensuring line managers have scheduled probation meetings and that documentation is received and saved to file for these meetings.

**Policies and Procedures:** * Possessing knowledge and understanding of all the charity’s policies and their practical application, in order to provide advice and support to all staff.
* Assisting with policy production, consultation and implementation.

 **The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties.** |  |

**ADDITIONAL INFORMATION**

This job description should be regarded as a guideline of the duties required and is not definitive. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the post holder.The post holder will be required to adopt and undertake different or new duties as may be required in line with professional and service development.

**CHARITY POLICIES & PROCEDURES**

All employees must adhere to and perpetuate all Charity policies and procedures including those relating to Fraud management, Whistleblowing, Information governance, Code of Conduct, Health and Safety, Confidentiality, No Smoking at Work and Equal Opportunities in Employment; including responsibilities under the Disability Discrimination Act. Failure to do so may result in disciplinary action.

**HEALTH & SAFETY AT WORK ACT**

The post holder is required to take responsible care for the health and safety of him/her and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with the charity to ensure that statutory and charity safety regulations are adhered to.

**MANAGING RISK: MAINTAINING SKILLS & LEARNING FROM PROBLEMS**

Reducing risk is everyone's responsibility.  All staff in the charity must attend training identified by the Chief Executive. The charity uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve the service provided.  All employees are expected to ensure they are familiar with and adopt the Infection Prevention and Control policy/procedures and all safe-working practices required in their work activity” and specifically with reference to hand hygiene and aseptic techniques.

**CONFIDENTIALITY**

All employees must observe and comply with the requirements of the Data Protection Act 2018, and associated legislation, and with the Common Law Duty of Confidentiality. The unauthorised use or disclosure of donor, staff or other personal information is a disciplinary offence and also could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018, or associated legislation.

**FREEDOM OF INFORMATION**

The post holder must be aware that any information held by the Charity in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Charity's policies.'

**CONTINUING PROFESSIONAL DEVELOPMENT**

There is a requirement to participate in the Charity’s Appraisal and Review process. Personnel are required to attend training as required by the Charity to help them perform their role safely and competently and to ensure the safety of others. This includes induction and refresher training at charity set intervals, as defined in the Workforce management policy.

**REGISTRATION**

If applicable, you are required to be fully registered with the appropriate association for your post and for you as post-holder. Failure to produce confirmation of current registration with the appropriate body will mean that you will not be permitted to commence (or continue with) your duties, nor will you be paid for those duties for the period of delay, until such time as you are able to provide this confirmation**. NB:** It is your duty to ensure that your registration is kept up to date.

**DISCLOSURE AND BARRING SERVICE (DBS)**

Post holders whose work involve, or may involve, direct contact with vulnerable adults and/or children, and/or with access to managing accounts, are subject to DBS checks every three years. Where you work directly with vulnerable adults or children, under the conditions of the Rehabilitation of Offenders Act 1974, as amended, you are not entitled to withhold information about convictions which otherwise might be considered ‘spent’. There is an ongoing obligation to declare any civil or safeguarding issues, investigations, convictions and cautions against you, during the course of your employment

**SAFEGUARDING**

The Charity has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004).

**TRAVEL TO OTHER SITES**

You may be required to travel to any of the airbase locations or locations where fundraising events take place. Please complete the travel expenses form. Expenses will not be paid where travel expense forms are not fully completed.

**SMOKING STATEMENT**

The Charity is a NO SMOKING environment. Smoking in all areas of the building and premises is prohibited. Smoking may only take place in non-public areas.

**DIVERSITY AND EQUAL OPPORTUNITIES**

The Charity welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.