

UNISON

HUMAN RESOURCE ADMINISTRATOR HUMAN RESOURCES AND STAFF LEARNING & DEVELOPMENT DEPARTMENT

JOB DESCRIPTION

Grade:	Grade 6
Hours:	35 per week
Location:	UNISON Centre
Reports to:	Human Resources Officer

HR Administrator Job Description

The HR Administrator provides administrative support to the HR Officers across the full range of HR work. Each HR Administrator will be responsible for delivery of services to head office departments and regions, with specific areas of central administration.

Terms, Conditions and Development Support

- Basic advice on the policies and procedures to staff and managers.
- Calculation of Voluntary Severance, Child Care and back payments of pay and allowances.
- Ensure Payroll are notified of changes to staff terms and conditions and act on management instructions and staff requests in a timely fashion.

Staff Training and Development

- Provide administrative support to enable the production of the annual Staff Training Directory
- Administer the Staff training and development budget ensuring invoices are coded and passed for payment appropriately and within agreed timescales
- To administer and support the national annual training and development programme including the learning support scheme.
- To act as the main point of contact for the union's regional and national staff training and development managers.

- To support the HRD Officer on the tendering, contract development and review of external training provision.

Systems Development

- Development and maintenance of appropriate systems and procedures as required.
- Advice to users on HR systems including resolving or supporting the resolution of problems related to the operation of the HR system.
- Supporting development and rollout of HR system to Head Office departments and Regions. This to include training users to understand and use system modules.
- Make presentations and train staff in the operation of the HR system modules on a regular basis.
- Writing updates on training manuals.

Project Support

- To develop and maintain administrative systems and procedures to provide administrative support for HR projects. For example arranging meetings, collating and circulating papers, preparing statistical reports, entering data on IT systems and following up action points.
- Supporting special projects within the directorate as and when required.
- Support the HR Officers and managers in researching and developing existing and new policy and procedures.

Recruitment

- Administration of head office and senior regional recruitment and appointments.

Pay and Grading

- Supports Pay and Grading Review and management of Pay and Grading system. Duties to include:
- Ensuring up-to-date and complete bank of job descriptions/person specifications is maintained post P&G review.
- Support and act on dissemination of information to managers and staff as appropriate.

- Provide advice on P&G procedures within clearly defined protocols.
- Ensure that regradings are processed once approved.
- Provide reports as required on numbers of regradings in relevant Head Office/Regions as requested.

HR Information

- Designs and produces regular statistical reports on HR information for the Staffing Committee and managers eg. Starters, leavers, turnover, recruitment campaigns, sickness absence, other absences, ethnic monitoring etc.
- Works with HR officers to regularly update staff establishments
- Ensures information on all staff is correctly and regularly updated.
- Work with and help co-ordinate the work of temporary staff and to ensure information on all staff is correct and regularly updated. May be asked to supervise temporary staff on particular areas of work.
- Cover aspects of inputting absence.

Employee Relations Support

- Provide administrative support to investigations under the UNISON'S Disciplinary and Harassment procedures.
- Take minutes at Staffing Committee and Staff Negotiating Committee meetings as required.

Occupational Health

- Works with the Occupational Health provider to facilitate screening programmes for staff.

General

- To undertake work commensurate with the grade across the Directorate as required.

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Experience/Knowledge

- Considerable experience of Human Resources administration
- Experience of producing accurate and complex employment/contractual documentation and correspondence
- Experience of using a Human Resources IT system
- Knowledge of general office practices and procedures
- Knowledge of general IT systems and applications including spreadsheets, word processing and databases
- Experience of producing letters and documentation using information technology
- Experience of maintaining comprehensive records
- Experience of prioritising workload, time management and dealing with conflicting priorities

Skills and abilities

- Clerical and administrative skills
- Ability to provide basic advice on employment terms, conditions, policies and procedures
- Ability to communicate effectively with internal and external contacts at all levels.

- Ability to work to deadlines and within defined standards.
- Ability to compose and produce standard letters and reports using IT applications (Word, Excel, Outlook, HR System).
- Ability to deal sensitively and appropriately with confidential information.
- Ability to undertake routine calculations
- Ability to undertake notes/minutes at meetings
- Ability to undertake research.

Qualifications

- A good standard of education (e.g. GCSE's or equivalent including Maths and English)