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|  **Job Title** | People Team Administrator |
| **Responsible to** | People Support Team Leader |
| **Responsible for** | Giving great people service to our organisation and all people related administration, processes and legal compliance. |

**The factual bit**

Our organisation is fast-paced, innovative, bold and fun and it's our people that make the difference. As a People Team administrator you will work to support our homes and central support with all queries and administration related to the whole employee life cycle. You will report into the People Support team leader and be responsible for providing an exceptional People Service to our organisation. The purpose of this role is act as the first port of call to employees and external partners for all people related queries. As a priority, People administrators will handle the majority of employee documentation, including contracts, recruitment paperwork and starter packs. A good understanding and knowledge of employment law and ensuring the HR department conforms to these is key especially relating to right to work and DBS.

You will also have the opportunity to shape, protect and nurture our culture, adopting a ‘do what’s never been done’ approach and supporting our vision of people achieving their extraordinary each and every day.

**Our Culture**

The most important thing to us is making a difference to the people we support. Breaking down barriers and obstacles in the way of them leading an active life with extraordinary experiences each and every day from climbing high ropes, to sky diving to having access to employment.

Our values:

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| **We are Brave** | **We believe in being different: We seek new ways of working, thinking and ideas. We want to be extraordinary.** |
| **We are Passionate**  | **We want to make a difference. We work as a team to improve for the greater good, not only for the people we support but for our team and SeeAbility as a whole. We are completely committed to each other’s success.** |
| **We are Creative**  | **We are enablers. We create solutions by thinking and acting differently. We break down barriers. We don’t see rules as boxing us in, but as the norms that evolve with us on our way to being the best.** |
| **We do what is right** | **We lead by doing the right thing. We are dependable and believe in delivering on commitments and using sound judgement and common sense to determine what is right.** |

**About you**

You will love giving brilliant customer service and making a difference to our Managers and teams. Detail and accuracy will be important to you and you will have experience of achieving this in a fast pace environment.

You will be an excellent team player and a fast learner! You don’t have to come from a HR background as long as you are happy to read up on laws and policies to aid you in your role.

**Main Responsibilities**

**Recruitment and Selection**

* Carry out all the administrative processes in the recruitment of new colleagues. The Talent and resourcing partner will hand the person to the people support team at point of offer.
* Undertakes all necessary employment checks including DBS, right to work, qualifications, medical checks and references. Liaise with business partners and recruitment if issues with any of these checks.
* Create the employee file and put all relevant employee detail on to Cascade ensure this is complaint.
* Set up the new colleague on Cascade and the LMS. Ensure they are given instructions and access to these systems.
* Arrange their On-boarding and Induction via the LMS.
* Be the main point of contact alongside the line managers for the employee up to and on start date. Ensure they receive a great service on joining SeeAbility.
* Liaise with Line Manager’s to ensure they are aware of their responsibility in the induction process.
* Via Cascade manage the probation process ensuring Managers know when review meetings need to take place. Confirm completion of probationary period in writing as required.
* Ensure recruitment bonuses are paid in line with the Refer a friend scheme.
* Keep the establishment up to date within Cascade so we are aware of our employee numbers and current vacancies.

**People systems and Reporting**

* Be the primary contact for queries on the HR system (Cascade) and the Learning Management system (Kalidus).
* Act as systems administrator for Cascade and Kalidus, configuring the system as required, controlling all user access, managing data flows in and out of the system, ensuring accuracy and data protection compliance. Liaising with Cascade to troubleshoot queries as required.
* Ensure the People Database accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave.
* Provide appropriate reports from the HR database for the purpose of auditing, monitoring, Key performance indicators and training.
* Complete Staff/Statutory returns as required such as gender pay gap reporting.
* Ensure all People systems (Eploy, Cascade, Kalidus) are cleansed and all data is correct on these.

**Advice and Guidance**

* Provide day to day advice to Line Managers and Employees on general People related queries, requests, Policies and Procedures, escalating more complex issues to the People Business partner for the area of the organisation.
* Assist People Business Partners with letters for formal meetings and recording of formal sanctions on the HR system.

**Leaver Administration**

* Ensure resignations are acknowledged in a timely manner, the Line Manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee’s terms and conditions.
* Ensure payroll are aware of all leavers in a timely manner.
* Ensure exit interviews are conducted for all staff either face to face or electronically.
* Respond to reference requests for current or ex-members of staff
* Ensure all company equipment is returned and final salary payment is correct working with payroll.

**Admin**

* Carry out general administration tasks for the People team, for example; sorting post, telephone answering, devising standard Human Resources documents and letters and manage the People support team inbox.
* Ensure that all DBS for all employees are in live and ensure anyone due to expire is renewed. Working with People Business Partners and Line managers to ensure any DBS that come back with items on are looked into with the employee.
* Ensure electronic based personnel files are maintained and filing/archiving is completed in a timely manner.
* Maintain an up to date Procedures Manual for all People Administration duties.
* Ensure Workstation/ home working Risk Assessments are conducted for all new starters/ when employee’s desk/ work locations change and refer staff issues for Health and Safety risk assessments where appropriate (e.g. maternity).
* Complete invoicing for the whole team to include raising PO’s and liaising with external parties on payments.
* Arranging meetings for HR team and take notes at meetings as required.

**Learning and Development**

* Book training, venues and manage this process to include booking trainers, sending invites and keeping a six monthly training plan up to date. Working with the People Development manager and People Business Partner on this.
* Manage the learning management system and report on completion rates for statutory and mandatory training.
* Ensure that attendance records and evaluation forms are completed for all training and filed.

**Staff Benefits**

* Administer, promote and track usage of The Hive benefits platform.
* Ensure new employees are aware of the Hive and have log in’s and leavers are removed.
* Assist the People support team leader in developing and implementing new benefits.

**Payroll**

* Ensure all changes to contract are processed efficiently and entered onto the people data base, ensuring employee letters go out.
* Check sickness absence information and liaise with manager as necessary to check accuracy, monitor doctors’ certificates expiry dates and inform the relevant manager as appropriate.
* Ensure payroll receive all processing in Cascade in a timely manner and correct to avoid over or under payment of employees.
* Administer maternity leave processing and correspondence