

Job title	HR Administrator	Job family	Healthcare
Reporting to	Business Support Services Manager	Job code	BSS/041
Location		Evaluation Date	25/02/2013

Main Purpose

Provides efficient, professional and effective administrative support within a Priory unit ensuring the Company's human resources policies and procedures are used appropriately in relation to the employment of staff at the unit.

Key Accountabilities**Quality**

1. Assists in the recruitment and selection of employees to the unit by providing administrative support to managers from advertising of the post through to the new employee taking up appointment and organising induction as directed. Carries out all pre- and post-employment checks to ensure recruitment is legal and safe and meets regulatory standards.
2. Handles external and internal enquiries in relation to employment and conditions of service including administering company human resources policies and processes and maintaining records in line with statutory requirements.
3. Ensures that all information and documentation is correctly processed in line with policies and procedures in order that regulatory, statutory, compliance and financial requirements are met.
4. Updates HR information system and local database systems for employment information with updates throughout employee lifecycle, ensuring accuracy of data input and reports on information, as needed. Liaises with other departments as needed.
5. Ensures the effective operation of administrative processes and procedures, recognising the level of importance of particular enquiries or issues and applies the appropriate prioritisation or seeks further advice as needed.

Innovation

6. Seeks to improve processes and the general ebb and flow of information so that the division can operate efficiently.

Value

7. Ensures the services and support provide offers good value for money and supports the overall aim of the site.

Knowledge & Skills

The role holder should be educated to A level or equivalent, and should have attained or be prepared to study for the Certificate in Personnel Practice (S/NVQ3) and should possess excellent keyboard skills and an intermediate level of proficiency for the standard range of office applications.

Experience

Experience working within a human resource department.

Autonomy & Impact

Organises and prioritises own work within established procedures, but refers more complex issues to the relevant manager. May need to reprioritise to accommodate urgent items as a result of unplanned operational issues.

Intelligent Problem Solving

Generally, the role holder will work within existing procedures and processes, however, there will be the need for a flexible and practical approach to problem solving and for the role holder to show some adaptive thinking in seeking solutions.

Responsibility

Staff

Occasionally required to assist less experienced colleagues.

Budgets & equipment

Collective responsibility for the care and security for equipment and consumables on site.

Informatics

Responsible for the security, confidentiality and accuracy of data, information and personnel filing systems and registers.

Communication & Interaction

Communication is an important part of the role and will regularly require some judgement, as information will need to be gathered and exchanged to facilitate administrative processes and relationship management. The range of communications within this role can be contentious from time to time. The range of priorities and deadlines will also put demands on the post holder.

Working environment

Office based environment.

Special Features

None.

Upholding Company Values

Competency	Req'd Level	Descriptors
Quality - Of care, treatment, of facilities and of staff	2	<ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Complies with relevant regulatory and statutory requirements
		<ul style="list-style-type: none"> ✓ Double checks accuracy of own and work of others ✓ Carefully monitors and checks the accuracy and quality of others' work ✓ Values the input and expertise of colleagues ✓ Keeps clear, detailed records and files
Innovation - Being forward thinking and thought leaders	2	<ul style="list-style-type: none"> ✓ Adapts new services already introduced in other areas within the group ✓ Amends these services to suit the needs of the local service
		<ul style="list-style-type: none"> ✓ Proposes new services to regional management, taking into account the local needs of the area ✓ Assists and supports regional management with developing and implementing these new services
Value - Due to transparency and flexibility	2	<ul style="list-style-type: none"> ✓ Prices services in line with local needs ✓ Reacts to local feedback regarding pricing of services
		<ul style="list-style-type: none"> ✓ Regularly reviews services and price points adjusting where appropriate ✓ Adjusts prices in line with demand for services