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| Job Title | Location | Reports |
| Human Resources Administrator | Semley / Remote | HR Systems and Transformation Manager |
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| Purpose | | |
| Responsible for providing a professional and effective day to day human resource administration service for employees, managers and other workers. Provide support in a timely and initiative-taking manner, providing direct support to our people. | | |

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| Accountabilities and Deliverables |
| • Facilitate the onboarding process for new hires, ensuring all necessary documentation and induction arrangements are completed accurately and in a timely manner.  • Manage the offboarding process for departing employees, adhering to set timelines and communicating effectively with relevant departments to complete termination arrangements.  • Proactively maintain accuracy of HRIS by promptly updating employee details as changes occur.  • Handle telephone and email queries professionally, fostering effective communication with managers and colleagues.  • Provide administrative support to the HR team and assist with ad-hoc tasks as required.  • Support HR projects to enhance processes and employee experience.  • Conduct HR inductions for new hires, ensuring a smooth transition into the organization.  • Manage and update clinician contracts, ensuring accuracy of essential details before issuance.  • Document and follow HR transactional processes, ensuring compliance and efficiency.  • Identify opportunities for process improvements to optimize the employee experience.  • Providing data and system support for HR business-as-usual activities |
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# Person Specification

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| Qualifications and Experience | Knowledge and Understanding |
| Essential  • Proven experience in an HR administrative role  • Experience working collaboratively as part of a team, contributing to shared goals and supporting colleagues as needed.  • Experience of working with an HR Information System/SaaS  Desirable  • CIPD level 3  • Experience of working in the healthcare industry or another regulated environment | Essential  • Good working knowledge of HR policies, procedures, and regulations governing employment practices.  • Understanding of Human Resource Information Systems (HRIS) and proficiency in using relevant software for data entry and retrieval.  • Good understanding of relevant employment laws and regulations.  • Clear understanding of the need to maintain confidentiality in all areas of work  Desirable  • Knowledge of CQC regulations and requirements |
| Skills and Abilities  • Excellent organizational and prioritization skills.  • Clear and effective communication, both written and verbal.  • Proficiency in Microsoft Office applications.  • Proactive problem-solving and a can-do attitude.  • Ability to build and maintain positive working relationships.  • Ability to work unsupervised and meet deadlines  • Excellent attention to detail  • Ability to manage high work volumes effectively.  • Proactive approach to identifying and resolving issues, with a focus on finding practical solutions.  • Ability to maintain accuracy in tasks such as data entry, documentation, and compliance.  • Discretion and integrity in handling sensitive and confidential employee information, ensuring compliance with data protection regulations.  • Flexibility to adapt to changing priorities, business needs, and evolving HR processes.  • Willingness and ability to learn new systems, processes, and regulations related to HR administration. | Behaviours  • Professional and confident approach to working relationships  • Enthusiastic  • Creative thinker  • Proactive with a 'Can Do' approach to work and customers  • Able to build constructive working relationships with managers, offering a customer-focused service.  • Able to work as part of a team, committed to the provision of a high quality, customer-focused service.  • Positive approach to customer service |
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| Clinical Partners is committed to safeguarding and promoting the welfare of children, young people and adults, and expect all workers to share this commitment and these values. We ensure that all our recruitment and selection practices reflect this commitment and are in line with our Safeguarding Policy. Successful candidates will be offered employment subject to Disclosure and Barring Service checks along with other relevant pre-employment checks. |
| Clinical Partners is an equal opportunities employer embracing diversity in the workplace - This job description is a guide to the main areas and duties for which the job holder is accountable. However, the business will change, and the job holder’s obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. The company may request you to undertake any duties reasonably considered within the scope of your role. This job description is non-contractual. |