

Job Description

Role Title:	HR Administrator
Reporting to:	Head of HR
Direct Reports:	n/a
Salary Band	Associate Level 2 - £22,000-£26,000 per annum, dependent upon experience
Contract:	Permanent, Full Time
Hours:	35 hours per week, Monday – Friday, 7 hours per day, between the hours of 9am and 5pm (1-hour unpaid lunch)
Place of Work:	Silsden Office (With potential for 1 to 2 days hybrid working as agreed with the manager).
Benefits:	25 days holiday, plus bank holidays, Company Pension

Ecology's Purpose

In a world that doesn't add up, daring to be different is our calling, lending our power so everyone's story gets a chance to thrive.

Role Purpose

The HR Administrator is responsible for delivery of range of administrative services across the employee lifecycle, providing support to both the Head of HR and HR Advisor. This will include, but is not limited to, managing employee records, coordinating recruitment and onboarding processes, processing payroll and benefits, administration of the training portal, as well as supporting colleagues and People Leaders with HR related queries and concerns. A high level of confidentiality is essential in this role.

Main Duties & Areas of Responsibility

RECRUITMENT

- Assisting in the administration of the recruitment process
- Setting up new roles on the Applicant Tracking System (ATS)
- Advertising vacancies on Website, Indeed, LinkedIn and other forums
- Setting up interviews and issuing relevant correspondence
- Liaising with recruitment agencies
- Candidate Management – responding and updating candidates of the progress/outcome of their application.

COLLEAGUE ONBOARDING

- Assisting in the administration of HR-related documentation, such as contracts of employment
- Carrying out colleague pre-employment due diligence checks including DBS, Credit Check and references.
- Drafting and sending out of offer and new starter paperwork.
- Administrative duties to support Colleague Induction: diary bookings, room bookings, updating PowerPoint presentation, ordering lunch and the setting out and clearing of lunch, making tea and coffee as required.

TRAINING

- Administration of the Society's learning and development activities, including co-ordination of the Online Learning Portal (Skillcast), ensuring colleagues are allocated learning activity relevant to their role.
- Produce reports to validate completion levels, and where required notify managers.
- Liaise with the Training Provider as and when required.

GENERAL HR ADMINISTRATION

- Management of the HR inbox
- Assisting in the administration of HR-related documentation, such as contracts of employment
- Maintain and administer colleague records including new starters, changes, attendance, correspondence and updates on the HR information system.
- Administration of the leaver process ensuring a smooth leavers experience with high standards of service.
- Ensure that all HR records are maintained within GDPR guidelines.
- Support the processing of monthly payroll, extracting information and MI as required.
- Updating the HR Intranet page as required, including the organisation chart.
- Coordinate the update and maintenance of the Colleague Handbook and HR Policies
- Assistance in administering the benefits programme, including Pensions, Cycle-to-Work, Holiday purchase, Eyecare, Car scheme etc
- Building effective working relationships with internal teams as the first port of contact for HR queries.
- Support for the set up and running of company events, including quarterly Town Halls/Volunteering Days etc
- General support to the HR Management team, working on specific projects and initiatives as required and providing HR support for the Head of HR, HR Advisor and also to the Executive Team as required.
- Working as part of a small team, the HR Administrator will be involved in many aspects of HR and wider company work, some of which may not be listed in detail within this job description.
- To perform any reasonable task as requested by the Head of HR or members of the Executive Team.

Skills and Experience

Essential:

- At least 2 years' experience of working in administration role or similar
- Exceptional organisational skills
- Proven track record of strong administration skills, prioritising a demanding workload, and working effectively to deadlines.
- Ability to work accurately, with excellent attention to detail
- Competent IT user, including Microsoft Office to intermediate level (Word, Excel, Outlook and Teams)
- Excellent interpersonal and customer-facing skills
- Strong communication skills, both written and verbal
- The flexibility and willingness to learn
- Team player
- Tact and diplomacy and the essential requirement to work confidentially
- Ability to use initiative to find solutions to problems.

Desirable:

- Previous experience working within an HR function
- Previous experience of using an HR Information System and related employee platforms.
- Previous experience of working within Financial Services or a strong capability to deliver great customer service.
- HR Qualification

Other

- Hybrid Working
 - You will be required to work from the office for a minimum of 3-4 days per week.
 - With the flexibility to be in the office for 5 days per week in order to support events, Interviews, inductions, to cover HR colleague holidays, or as required by the Head of HR.
- If required, to support the wider business with administration, set up and running of events, such as Quarterly Town Halls, Weekly Team Times, Annual General Meeting etc.
- Supporting the Head of HR with any of their responsibilities, including HR, Health & Safety and Facilities/Premises.
- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Ecology's Health and Safety Policy
- Ensure your work, communication and approach conforms to the values and behaviours of the Society.
- Keep up to date, and comply with Ecology's rules, Policies and Procedures as detailed in the colleague handbook.
- Undertake any reasonable duties requested by management.
- This role has a six-month probation period.
- Commitment to the values and ethos of Ecology Building Society.

Values	Behaviours
Fairness: Treating everyone individually and with respect	Respect: Due regard, care and consideration for colleagues, members, community, and the environment.
	Shared Purpose: A core purpose shared across the Society.
Openness: Receptiveness to each other’s views and opinions	Honestly: Speaking and acting truthfully and ethically.
	Openness (Receptiveness): Open to internal challenge and external review and to sharing ideas and good practice.
Responsibility: Doing what we say we’ll do. Making pragmatic decisions staying true to our values	Accountability: Willing to accept responsibility. Challenges inappropriate behaviour.
	Reliability: Consistently meeting external and internal commitments. Simply doing what we say we will do.
Co-operation: Working together, receptive to the knowledge and opinions of others	Competence: Knowledge and skill to do the job well. Keen to continually learn new skills and improve role-specific knowledge.
	Team Working: Collaboration and consideration for immediate and wider teams.
Activism: Empowering colleagues to be advocates for change	Responsiveness: Ability to adapt and innovate. Improvements made from lessons learnt. Allowing individuals to exercise appropriate autonomy and to deploy judgement they have developed.
	Resilience: Capacity to recover quickly from difficulties and shocks.

Ecology Building Society is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Acceptance

Print Name: _____

Signature: _____

Date: _____