

Job Description – HR Administrator

Located in	Reporting to	Hours
Hanley	HR Business Partner	24

Job Purpose

Reporting to the HR Business Partner, the HR Administrator will liaise with Managers, candidates and employees to coordinate key processes through the recruitment process delivering an excellent candidate and hiring manager experience. The HR Administrator will facilitate the full employee lifecycle.

Key Responsibilities

Managing the recruitment process including preparing job descriptions and adverts, working with hiring managers. Liaising with candidates to arrange interviews. Posting vacancies on the website and job boards. Leading the administration of job applicants. Providing recruitment analytics.

Facilitate the employee lifecycle, onboarding new starters, answering queries, ensuring probation reviews and appraisals have been carried out by managers and submitted, following up with training and development needs.

Collecting new starter information and processing new DBS checks

Producing offer letters and contracts for new starters and current staff.

Input new starters on to the system ensuring all required documentation has been received.

Keep all current HR information correct and in line with General Data Protection Regulation (GDPR).

Key Performance Indicators

- Time to interview
- Recruitment talent pools
- Recruitment process feedback
- Onboarding time frames

Health and Safety

- You will ensure you follow all Acorn Training health and safety guidelines and fire regulations set out in the policies, follow safe working practices and complete any mandatory training.

General

- Be aware of and follow all Acorn Training policies
- Have regular 121's throughout the year to monitor performance, objectives and progress and support your personal development and wellbeing
- Take part in any required training needed to fulfil your role.

Person Specification

Criteria	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> English and maths at level 2 / GCSE 	<ul style="list-style-type: none"> First Aid at Work Certificate IOSH Health and Safety Qualification HR Qualification or equivalent
Experience	<ul style="list-style-type: none"> Previous experience as a HR/recruitment administrator or general administrative role or equivalent experience 	<ul style="list-style-type: none"> Previous experience of using jobs boards
Knowledge	<ul style="list-style-type: none"> Understanding of recruitment processes Understanding of HR processes 	<ul style="list-style-type: none"> Best practice in effective recruitment practice Best practice in HR processes Employment law
Skills	<ul style="list-style-type: none"> Strong ability to multitask Strong attention to detail Strong written and verbal communications skills Intermediate or advanced experience in MS Office products Takes accountability and ownership Enthusiastic team player who actively contributes in a flexible and adaptable manner The ability to work under pressure in a highly performance driven organisation The ability to work accurately and actively problem solve The ability to manage time effectively and plan your own work load The ability to be proactive 	

Last Reviewed: December 2023