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| Job Title | People Administrator |
| Working pattern/hours | 37.5 hours per week (full time) We will consider requests for part-time working – please specify this on your application form. |
| Location | WECIL Office |
| Salary Banding | 7 Administration and Support Team |
| Salary Range | £21,439 – £21,868 |
| Responsible to | Head of People and Development |
| Responsible For | N/A |

Role Purpose

To support the Head of People and Development to provide an internal Human Resources (HR) function for WECIL which ensures company policies and procedures are compliant, that we model best practice across recruitment process, development and support and that WECIL is a beacon for best practice in employing Disabled people. Responsibility for a variety of HR administration duties under direction of the Head of People and Development.

Key tasks or duties:

- To be a first point of contact for all employees regarding general HR queries.
- Updating and maintaining employee files and HR information to ensure accurate data, using Microsoft Office 365 and Citrus HR.
- Distributing HR information to staff and Trustees.
- Undertaking new starter processes including: sending letters and pre-joining information; processing information received into the correct systems; ensuring pre-employment checks are completed.
- Undertaking leaver processes including: confirming end dates and annual leave balances; responding to reference requests; communicating with line managers.
- Posting job adverts online and responding to enquires, ensuring everyone receives the paperwork they need and is offered support if required.

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- Preparing and distributing relevant interview paperwork, making arrangements for interviews including room bookings and/or online meeting links and ensuring everyone receives correct information ahead of time.
- Assisting the Head of People and Development in managing the annual appraisal process.
- Assisting the Head of People and Development in preparing reports such as managing absence and equalities information.
- Scanning and filing as necessary.
- General HR related administration tasks.
- Assisting the Head of People and Development in various HR projects.
- Drafting communications to staff including contracts and end of probation letters.
- To find ways to improve and streamline our administrative processes and provide a better experience to our employees.
- Support the employee induction process, including coordinating meetings where relevant.
- Support the Head of People and Development in the execution of WECIL's learning and development framework.

Supervision:

Responsible to: Head of People and Development

Responsible for: None.

Environmental Responsibilities:

To support the work to achieve WECIL's Climate Action.

WECIL Employee Responsibilities:

- Use of Microsoft Office package.
- Taking a person-centred approach to handling customer demand as it comes into WECIL.
- Responsibility and care of equipment required to carry out the role.
- Ensuring that the agreed processes are followed and are suitable to Disabled people's needs.

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- Promoting the Social Model of Disability, supporting Disabled people to overcome any barriers they face and empowering them to have choice and control over their lives.
- An understanding of inclusion and the need to treat people from all backgrounds with dignity.
- Ensuring the service is as accessible as possible to the widest range of people e.g. providing information in a range of formats, providing translating and interpreting as required.
- Work within WECIL's GDPR and Data Security Policies.
- Implementing WECIL's Safeguarding Policy and taking a proactive approach to ensuring everyone who accesses the service is safe, and any Adults at Risk are identified and supported.
- Uphold WECIL's Equal Opportunities Policies and ensure effective implementation in all relevant aspects of service delivery and staffing.
- Act at all times within WECIL's rules, policies, procedures, Standing Orders and Financial Regulations and any other statutory requirements.
- Observe WECIL's Code of Conduct at all times and advise any suspected breaches to the Line Manager.
- To work to the WECIL Charter and support other staff members to do so.
- To undertake training and development opportunities as required.
- To attend staff and team meetings as required.
- To follow WECIL's Co-production Guidance to continuously develop the service through feedback and consultation with service users.
- To collaborate with internal and external stakeholders to help Disabled people achieve what matters to them.
- Mentoring and supporting new members of staff and colleagues.
- Time management of work-load to ensure contract KPIs and WECIL OKRs are met for the Team.

Person Specification

Essential Skills and Experience

- High standards of accuracy and attention to detail.
- Ability to work effectively within and between teams to achieve common objectives and build excellent working relationships.
- Experience of using systems for data entry and reporting.
- Experience of working in a busy role with a strong customer service ethos.
- Excellent written communication skills.
- Excellent time management skills with the ability to multi-task.
- Good communication skills.
- Ability to use own initiative and know when to take advice.
- Commitment to high standards of quality and seeking to improve systems and processes.
- Knowledge of Social Model of Disability – all roles at WECIL require a commitment to working through the Social Model, including use of language and attitude towards others.
- Confident IT skills including use of Microsoft 365.

Desirable Skills and Experience

- Previous work experience in an administrative role.
- Previous experience working within a HR function
- Previous experience working within a charity or similar