

People & Culture (HR) Administrator

Job Description and Person Specification

Purpose

Reporting to Chief of Staff, this role will work closely with the People and Culture team to assist with various ad-hoc administrative tasks while effectively managing the HR system, Cezanne. Our ideal candidate is a self-motivated and confident multi-tasker with excellent attention to detail and strong administrative and organisational skills. They should possess great written and verbal communication skills and able to work independently and as part of a team. This is an ideal role for a candidate who wants to expand their HR experience in an environment in which they can continue to develop their skillset.

Key Responsibilities

- Assist People and Culture team with various ad-hoc administrative tasks as required.
- Managing the People and Culture folder, reviewing and maintaining all electronic filing processes to ensure documentation is easily searchable and identifiable.
- Being the primary point of contact for managing the Cezanne HR system. Forming and maintaining employee records, ensuring all databases are up-to-date and accurate, updating sickness records, preparing reports, implementing new modules as requested by Chief of Staff or People and Culture Manager.
- Data control. Regularly monitoring when documents are due to expire and ensuring personal records are destroyed as required.
- Assisting with recruitment. Advertising vacancies, setting up interviews, taking minutes, raising and managing background checks, setting up new joiners on the HR system.
- Supporting onboarding arrangements, introductory meetings schedule and tracking probation period of new joiners.
- Processing leavers, ensuring the correct documentation is completed and systems kept up to date.
- Preparing employee letters, employment contracts, training agreements and other HR documents.
- Monitoring People and Culture and recruitment inboxes
- Involvement in ad hoc projects when required.
- Undertaking any other duties as directed by Chief of Staff or People and Culture Manager to support the growth of the organisation.

Person Specification

1. Professionalism – Demonstrates high level of professionalism, particularly in maintaining confidentiality.
2. Strong administration skills – Highly organised with excellent attention to detail. Ability to set up and maintain appropriate administrative systems. Proficient use of databases and spreadsheets. Familiarity with HR software, ideally with Cezanne.
3. Communication – Collaborative with excellent interpersonal skills. High degree of written and verbal communication competence. A people-person who enjoys networking and building key relationships with a proactive, customer-focused attitude.
4. Prioritisation – Ability to prioritise, meet deadlines and work effectively under pressure. The ability to work flexibly and proactively demonstrate initiative without prompting.



your pension our world

5. Efficient multi-tasker and supportive team player who portrays a calm, friendly and confident nature in a high-pressure environment with a constantly changing landscape. Eager to learn and grow.

Qualifications & Experience

- Educated to degree level or equivalent (Human Resources or a similar relevant subject).
- You will ideally have three years of HR Administration experience, ideally within professional services or public sector.
- Experience with HR software, ideally with Cezanne.
- Fully conversant in advanced Microsoft Office applications including PowerPoint, Excel, Word and able to learn new systems and processes quickly.

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.