

JOB DESCRIPTION

JOB TITLE:	HR Administrator
MANAGED BY:	HR Advisor
GRADE:	6

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & Northeast Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

PURPOSE OF THE JOB

Working as part of a small team, this role will support the Head of People and Assets and the HR team with the effective and efficient delivery of the HR service to the West of England Combined Authority.

This will include supporting the Recruitment Partner with the administration of the recruitment process, as well as HR administration for the HR service on a day-to-day basis.

This role will act as the first line of contact for a range of policy queries from staff, line managers and external partners, as well as being the liaison contact between the Combined Authority's payroll and transactional recruitment provider.

KEY RESPONSIBILITIES

- To develop and maintain a system of data capture and reporting for workforce data by inputting data onto appropriate HR systems as required, maintaining, and implementing monthly processes/spreadsheets, including sickness returns, statutory and mandatory training compliance and fixed term contract monitoring.
- To support the Recruitment Partner with the implementation and administration of the recruitment process. This will include uploading documents onto the on-line recruitment system, recruitment administration (including writing letters and chasing references) creation of interview packs and dealing with simple recruitment queries.
- To be the first point of contact through the HR inbox for Generalist HR and Recruitment-related queries from managers and staff, giving advice where appropriate on non-operational policies such as Expenses and Annual leave.
- To maintain all employee records and create new records as appropriate.
- To be the liaison point between the Combined Authority and payroll
- To ensure employee contracts and associated documents are generated to time and quality, and ensuring these are issued to staff, and resolving queries in a timely manner.
- To support the HR advisor, as appropriate, in the administration of projects, including learning and development.
- Support the HRBP, HR Advisor or Recruitment Partner, with the administration of reports / documentation that are required to support SMT reporting or as required.
- To undertake such other duties and responsibilities as may be determined from time to time by the line manager in consultation with the post holder. This will include provision of Business Officer Support within other Directorates as and when required.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Good standard of general education
- Experience of working with Microsoft packages, including Word, Excel and PowerPoint

Experience

- Experience of providing administrative support in a dynamic and complex organisation
- Experience of delivering high-quality customer service (internal and external to the organisation)

Skills and Competencies

- Excellent organisational skills
- Proactive with the ability to use initiative and work autonomously
- Strong attention to detail and accuracy
- Excellent ability to prioritise, multitask and manage a busy workload
- Ability to communicate effectively with all relevant stake-holders
- Excellent communication and inter-personal skills
- Articulate, resilient, and able to work as part of a team
- Proficient IT skills, including managing databases and writing reports
- Appreciation of the importance of discretion and confidentiality
- Focus on excellent customer service

DESIRABLE

- Experience of working in a HR environment
- Experience of administration in a complex political environment or similar
- Educated to degree level or equivalent

REWARDS AND BENEFITS

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits employee and employer needs whilst maintain a work-life balance.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for 23 over, currently £9.50 per hour.

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

