



Role Title: Human Resources Administrator

Post No: A0001

Business Area: Corporate Management - HR	Grade: A
Contract Type: Permanent	Hours: 22 – Job Share (initially Weds – Fri)
Location: Cheltenham	
Introduction: The CRC is an independent statutory body, set up to provide well informed, independent advice to government and ensure that policies reflect the real needs and circumstances of people living and working in rural England. We give particular focus to tackling disadvantage and economic under-performance.	
Purpose of role: Reporting to the HR Business Partner, you will work as part of the Human Resources team to provide efficient and effective HR administration across the organisation.	
Key Responsibilities: Recruitment: <ul style="list-style-type: none">• To advertise vacancies in relevant media• To assist in the recruitment and selection process by preparing paperwork for interview panels• To carry out pre-employment checks and prepare contract documentation for new employees, including secondments and loan arrangements Payroll: <ul style="list-style-type: none">• To administer changes to payroll records, liaising effectively with Payroll and Pensions providers• To respond to queries from managers and employees Administration: <ul style="list-style-type: none">• To prepare induction packs for new starters• To book training courses and maintain central records• To maintain employee records and ensure compliance with the Data Protection Act• To provide regular financial information to line managers to enable sound financial management processes• To undertake a range of administrative duties in support of your work. The use of e-mail and IT is an integral part of this post General: <ul style="list-style-type: none">• To provide management information as required• To comply with the CRC policy and practice requirements with respect to health and safety, equality and diversity, code of conduct and other relevant policies and procedures	

Minimum entry level qualifications/experience:	
3 GCSE's (Grades A to C) including English Language and Mathematics or equivalent or relevant experience.	
Role specific qualifications or qualifying experience:	
Essential:	
Must be able to demonstrate:	
<ul style="list-style-type: none"> • an understanding of administrative systems and procedures; • excellent organisational and planning skills; • ability to use IT (MS Office) effectively; 	
Desirable:	
It would be an advantage to be able to demonstrate:	
<ul style="list-style-type: none"> • understanding of HR procedures; • an interest in undertaking the Certificate in Personnel Practice 	
Person specification - competencies	
Communication	<u>Essential</u> Demonstrate good professional communication skills with all levels of staff and external contacts. Communication will be face to face, via telephone, written and e-mail.
Relationship Management	<u>Essential</u> Build relationships within the team and within the CRC. Support all employees in a personable and professional manner. Maintains confidentiality.
Working with People	<u>Essential</u> Create a good working environment within HR which will encourage staff to seek advice and support from the team. To work both internally and externally with people at all levels and to maintain effective working practices with job share partner.
Personal Effectiveness	<u>Essential</u> To be recognised as an expert in this area and be seen as a trusted and respected member of the HR team. Ensure effective communication with team members to maintain service. Must be adaptable to change and use initiative to develop and improve systems.
Skills	<u>Essential</u> Good organisational skills. Able to prioritise work and work on many tasks at one time where necessary. Ensure requests are dealt with efficiently and effectively.
Leadership & Teams	<u>Essential</u> You will share CRCs values, work to promote them as part of CRC and as an effective member of the Human Resources Team. To work as a team member to help and advise employees within the CRC and to ensure a happy working environment.