

JOB DESCRIPTION – HR ADMINISTRATOR & DATA LEAD

SALARY:	Up to £25,000 per annum, pro-rata
HOURS:	Monday to Friday, 8.30am to 5.00pm
REPORTS TO:	HR Director
LOCATION:	The Foundry, 17 Oval Way, London, SE11 5RR. There may be a requirement to work at 48 North Side, SW18 2SL and 520 Garratt Lane, SW17 0NY
CONTRACT:	Full-time (possibly 4 days per week).
BENEFITS:	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution Season ticket or bicycle purchase loan scheme Onsite Counsellor Perkbox reward scheme

JOB SUMMARY

- To work closely with the HR team to provide professional, efficient and effective HR administration for recruitment and selection, performance management, contractual documentation and payroll.

MAIN DUTIES AND RESPONSIBILITIES

To provide administrative HR support and data management in the following areas:

HR Data and Administration

- Manage the administration of all personnel and other HR records, ensuring that records are complete, accurate and up-to-date.
- Manage compliance with the Data Protection Act and GDPR with respect to the storage of, access to and destruction of personal data.
- Manage and analyse all required HR reporting, flagging issues and trends in a timely and solution focused manner.

Recruitment & New Starter Administration

- Assist the Recruitment Advisor in administering the recruitment and selection processes and ensuring that the HR and Payroll data is entered for new starters.
- Help prepare HR Induction packs
- Assist with the creation of new starter letters and documents as required.

Equality and diversity

- To confidentially collect and record applicant equal opportunity data and destroy applicant copy once collated.

Leaver Administration

- Support the processing of leavers so that accurate changes are made to payroll data and the production of exit documentation such as P45s.
- Preparing HR Induction packs

Employee Support and Reporting

- Responding to staff on basic employee enquiries.
- Refer requests for advice on complex employment matters to senior HR team members.
- Ensure appraisal records are maintained and reminders programmed into the HR database.
- Provide standard and bespoke reports to line managers, HR team and SMT as required
- Help the HR & Learning Officer with training data capture and reporting
- Provide support to statutory reporting requirements (e.g. annual reporting, charity commissioners, annual census, and other formal report needs).

General HR Administration

- Monitor the HR inbox and respond or forward all incoming inquiries
- To be familiar with and ensure compliance with the requirements of Safeguarding and Safer Recruitment, attending training as required.
- To administer the Single Central Record of all staff and volunteers.
- To maintain the HR database system and other electronic and paper based filing systems, ensuring these are accurate and up-to-date.
- To carry out general office administration.
- To minute meetings as required
- Liaising with other stakeholders such as Trustees, advisors, consultants and external organisations to arrange meetings, agendas and documents.
- Maintain a personnel file for each employee.

General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism.
- To safeguard children and adults at risk at all times.
- To undertake training as required.
- Assist with other work, events and projects as needed.
- Any other duties that may be reasonably required.