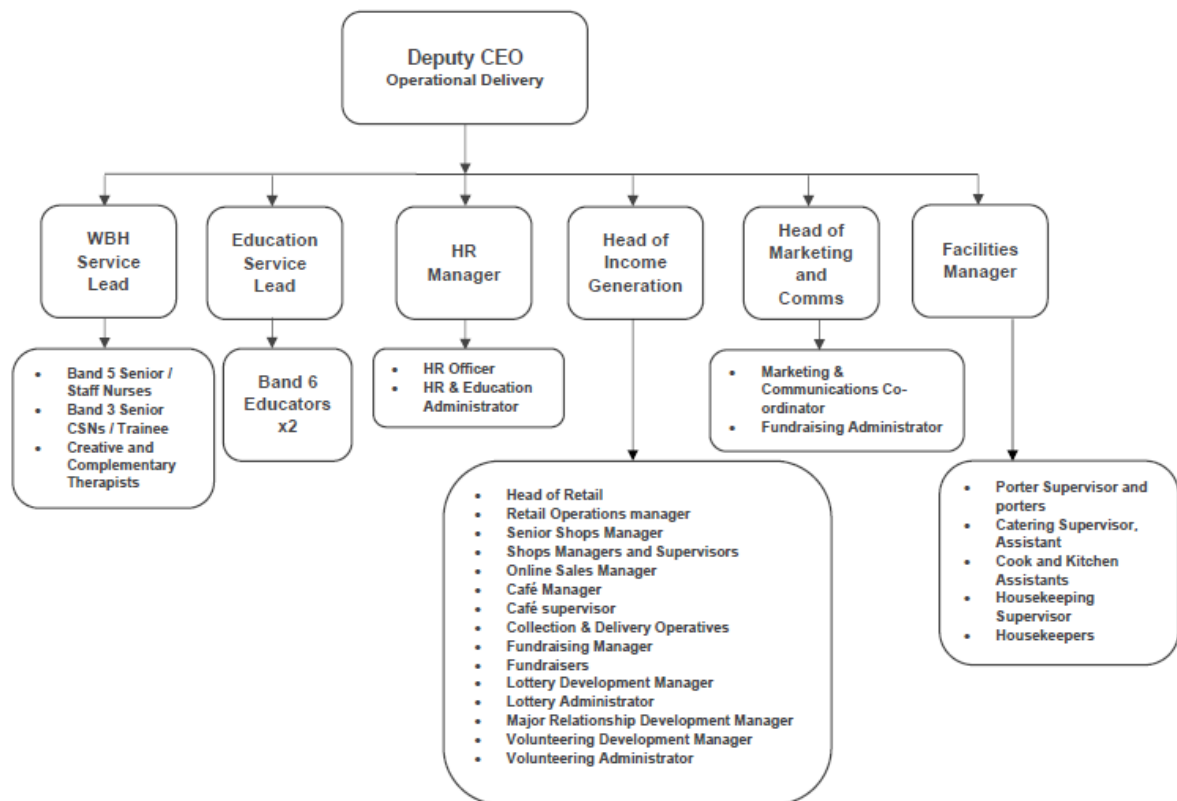


JOB DESCRIPTION

Job Title:	Administration Assistant (HR)
Department:	Administration
Post Holder:	tbc
Grade:	Admin 2
Reports to:	Head of HR
Responsible for:	N/A

Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

Job Purpose:	To provide efficient and effective administrative support to the HR Team.
Key Working Relationships:	Head of HR HR Officer

Role Responsibilities:

Human Resources

- Provide full administrative support to the HR department to ensure an efficient HR service is delivered to all hospice teams.
- Assist with all aspects of recruitment, including advertising vacancies, collating applications, corresponding with candidates and making interview arrangements.
- Onboarding successful applications including pre-employment checks, induction arrangements and preparing contracts.
- Maintaining the Hospices DBS register
- Processing any employment changes such as changes in hours, changes in working patterns etc
- Note and process accurate and timely messages within the HR department.
- Respond to internal and external queries, including emails sent to recruitment and HR admin inboxes, or signposting as appropriate.
- Provide administrative support to line managers in HR processes where required, including occasional note taking at investigations or formal meetings.
- Maintain personnel files, ensuring all employee documents are stored electronically.
- Support the HR Officer and Head of HR with the development and implementation of projects as required.
- Monitor sickness and ensure relevant documents are submitted to the HR department.
- Assist in the maintenance of the Staff Care system.
- Any other duties as specified by the Head of HR.
- Maintain confidentiality at all times, in accordance with the Data Protection Act, and be aware of the sensitivity of HR issues in all aspects of the role.

Other

- Any other general administrative duties when required, as specified by the HR Officer and/or Head of HR.

General Responsibilities:

Health and Safety

All employees have a duty to report and accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure.

Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

Confidentiality

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

Infection Control

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

Training

Managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend training as required by the Hospice.

Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Disclosure & Barring Service Check

This post is subject to a Disclosure & Barring Service check.

Continuous Personal Development

You are responsible for your own professional development, identifying training and development needs to your line manager and completing all mandatory training as required. You must attend any specialist training and development activities relevant to your role within the hospice.

Valuing Equality and Diversity

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

Living Our Values Everyday

All staff must actively support the vision, aim and values of the hospice, promoting our core values at all times and in all aspects of your work.



This job description is an outline of the main responsibilities. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated.

They are subject to modification in the light of changing service demands and the development requirements of the post holder. Therefore it will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

PERSON SPECIFICATION

Job Title:	Administration Assistant
Department:	Administration
Grade:	Admin 2

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Good level of general education, with a minimum of GCSE English and Maths at or above Grade C, or equivalent qualification.		Application Form
EXPERIENCE	Previous administration experience	Experience in updating and maintaining HR databases.	Application Form
SKILLS	Excellent verbal, written and numeracy skills. Excellent organisational skills, including the ability to manage time and prioritise workload effectively. Strong IT skills, conversant with Excel, Word, Outlook, PowerPoint and social media. Well-developed interpersonal skills, able to communicate effectively with colleagues at all levels.		Application Form Interview
KNOWLEDGE		Some understanding of a clinical environment.	Application Form
PERSONAL ATTRIBUTES	Able to work independently and on own initiative, within specified guidelines or processes. Adaptable and able to work in a team environment. Able to work appropriately with confidential and sensitive information. Able to work under pressure. A commitment to the vision and values of Bolton Hospice.	Willingness to attend training events as and when required.	Application Form Interview