Job Description.

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| **Job title.** | HR Administrator (DBS). |
| **Department/Section.** | Human Resources. |
| **Reporting to:** | HR Administration Coordinator. |
| **Responsible for:** | No line management responsibility. |
| **Main purpose of job.** | Provide administrative support for a wide range of activities within the Human Resources Department but primarily to be responsible for processing DBS checks for existing and new staff on a 3-year rolling programme. |
| **Key objectives, please see below for full range of duties.** | 1. Processing DBS Checks. 2. Transcribing Notes of Meetings. 3. HR Administration Duties. 4. Payroll Duties. 5. General Administration Duties. 6. Miscellaneous. |
| **Responsibilities for all employees:** | * To demonstrate and uphold the service values and to promote the organisation in a positive manner. * To implement and promote the Authority’s policies. * Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy. * Responsibility for ensuring any data produced in relation to the post is accurate and current. * Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained. * Always maintain appropriate confidentiality. * Maintain up to date knowledge and skills through participation in training and development. * Undertake other appropriate duties as directed by managers. |

# PERSON SPECIFICATION/SHORTLISTING CRITERIA.

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

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|  | Demonstrate administration experience in a large organisation. | Essential. | To be identified via Application Form and Selection Process. |
|  | Proficient in the use of Microsoft Office applications including Word and Excel. | Essential. | To be identified via Application Form and Selection Process. |
|  | Previous recruitment administration experience. | Desirable. | To be identified via Application Form and Selection Process. |
|  | Experience in the use of HR systems. | Desirable. | To be identified via Application Form and Selection Process. |
|  | Numeracy and Literacy skills either Level 2 qualifications or GCSE Maths and English Grade A to C or 4 to 9, or an equivalent level of literacy and numeracy gained through work experience. | Essential. | To be identified via Application Form and Selection Process. |
|  | CIPD level 3 Foundation Certificate in Human Resources or equivalent qualification. | Desirable. | To be identified via Application Form and Selection Process. |
|  | Excellent verbal and written communication skills. | Essential. | To be identified via Application Form and Selection Process. |
|  | A flexible approach in relation to the needs of the post and working hours as required. | Essential. | To be identified via Application Form and Selection Process. |
|  | Excellent customer service skills. | Essential. | To be identified via Application Form and Selection Process. |
|  | Ability to work as part of a team. | Essential. | To be identified via Application Form and Selection Process. |
|  | Experience of working on own initiative, prioritising workloads and meeting conflicting deadlines. | Essential. | To be identified via Application Form and Selection Process. |
|  | Ability to pay close attention to detail to ensure data quality is maintained to a high standard of accuracy. | Essential. | To be identified via Application Form and Selection Process. |
|  | Ability to maintain confidentiality. | Essential. | To be identified via Application Form and Selection Process. |
|  | Demonstrate commitment to and understanding of Equality & Diversity. | Essential. | To be identified via Application Form and Selection Process. |
|  | Knowledge and understanding of the DBS checking requirements and processes. | Desirable. | To be identified via Application Form and Selection Process. |
|  | To hold and maintain a current full UK valid car driving license.  [The role involves some travel around various West Yorkshire Fire and Rescue Service premises]. | Essential. | To be identified via Application Form and Selection Process. |

Tasks include but not limited to:

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| **PROCESSING DBS CHECKS.** | To take responsibility for processing DBS checks for all new and existing staff, ensuring the appropriate level of check is carried out for each member of staff.    Advising on and checking personal documentation, and completing the application along with the employee and processing these with the DBS.  Liaison with the DBS over progress of DBS checks and around payments regularly.  Maintaining accurate records regarding DBS checks and ensuring that all checks are up to date and recorded.  *Please note this part of the role will involve travelling around various Fire Stations across the whole of West Yorkshire.* |
| **TRANSCRIBING NOTES OF**  **MEETINGS.** | Accurately transcribing notes and audio recordings of HR meetings/hearings and investigations in a timely manner. |
| **HR ADMINISTRATION DUTIES.** | Responsible for the timely placement of internal and external job advertisements and preparation of associated Terms and Conditions. Liaising with external bodies and updating relevant internal and external systems.    Supporting managers with the recruitment and selection of staff by making interview arrangements, communicating with candidates and updating the e-recruitment system and spreadsheets accordingly.  Process pre-employment checks, including right to work, identity, reference requests, Disclosure and Barring Service and Baseline Security Checks and ensure all checks are compliant with legislation and liaise with relevant bodies as required.  Produce offer letters and contracts of employment and ensure compliance with employment legislation.  Provide a HR induction for new members of staff and monitor the completion and return of induction packs.  Process all paperwork and associated actions in relation to recruitment, new starters, terminations, career breaks, flexible working, promotions, transfers, personal particulars, secondary employment requests, family leave and changes to employees’ terms and conditions. Keep up to date and accurate records.  Ensure all offers, changes and leavers are inputted and processed, in a timely manner.  Process maternity, shared parental leave, paternity leave and adoption leave requests in accordance with Policy.  Administer the process for probationary reports.  Calculate, update and maintain annual leave entitlement records in relation to enrolments, employees working part-time hours, changes in working pattern, public holidays, sickness, termination, maternity/paternity leave and career breaks.  Investigate and problem solve complex leave and flexi queries and provide associated advice and guidance to managers and employees regarding leave entitlements, selling leave, unpaid leave, carry over leave and special leave.  Use the Fire Service’s financial system to check and pay invoices, order stationery and other supplies as required.  Administer the retirement process, create retirement certificates, and liaise with external body to organise plaques. Calculate retirement award entitlements.  Issue Customer Satisfaction Surveys and monitor responses, bringing any relevant feedback to the attention of the Head of HR.  Record and update Grievance, Discipline and Performance Improvement records on the AccessHR system.  Administer the procedure for Long Service Medals.  Process flexi adjustments for all staff at the end of each 8-week flexi period. Liaise with staff to ensure accurate times entered and updated.  Assist with the delivery of Human Resources projects and initiatives.  Assist with the Wholetime Recruitment process.  Take and produce minutes for absence management, disciplinary and grievance meetings, ensuring production of minutes are to a high standard and produced in a timely manner.  Ensure all work deadlines and Key Performance Indicators (KPI’s) are met.  Support each of the HR Assistants with complex HR queries and train each other accordingly.  To organise and administer Departmental and other meetings.  Develop positive working relationships with stakeholders, including senior Managers and external parties. |
| **PAYROLL DUTIES.** | Extract details of current employees on sickness absence and submit to Kirklees Payroll.  Issue payroll instructions to Finance and relevant completion of forms around new starters, leavers and changes to employee terms and conditions.  Ensure employees pay details /changes to pay are processed accurately and meet payroll deadlines.  Administer the system regarding loss of earnings claims by employees against Third Parties. Liaise with solicitors and relevant parties and initiate payroll adjustments. |
| **GENERAL ADMINISTRATION DUTIES.** | Responsible for providing a complete HR administration support service.  Providing first line basic advice and guidance and answer general queries from all levels of employee, both over the phone and face to face.  Deal with enquiries from internal and external customers via telephone, e-mail and face to face and Microsoft Teams.  Filing, photocopying and scanning as required. Update vacancy information in accordance with our retention policy.  Assist with the review of HR systems and processes, in order to ensure they are customer focussed, streamlined, efficient and fit for purpose. |
| **MISCELLANEOUS.** | To Implement and promote the Authority’s policies including but not limited to:   * Health and Safety policies, * Equality and Diversity policies, * Information Security Management System policies, * Safeguarding policies, * Business continuity policy and contingency arrangements.   To demonstrate and uphold the service values and to promote the organisation in a positive manner.  Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.  Responsibility for ensuring any data produced in relation to the post is accurate and current.  Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.  Always maintain appropriate confidentiality.  Maintain up to date knowledge and skills through participation in training and development.  Undertake other appropriate duties as directed by the Human Resources Business Partners. |

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| Grade | Grade 3 |
| Date | 30/11/23 |