



Job Description

Job title: Senior HR Administrator

Main purpose of job

The Senior HR Administrator is responsible for providing a comprehensive range of high-quality administrative support within the busy HR Alchemy office to ensure all aspects of day-to-day activities operate efficiently and effectively. This role involves managing HR processes and supports both management and the team with HR related issues.

Position reports to: Managing Director

Location: Hybrid working but with main office in Yarm High Street (normally four days office based, Friday working from home)

Contract: Full time, permanent

Salary: Negotiable but minimum starting salary of £26,000 with private healthcare, pension and a range of excellent benefits

Start Date: 1st November 2024

Main duties

General Administrative Support:

- Provide administrative support using Microsoft Office programmes to the Managing Director and the team where necessary, which can include creating reports, preparation of contracts, variation to contract letters, resignation letters, probation letters, research and prepare job descriptions and any other HR related correspondence as required.
- Dealing with general enquiries from clients and suppliers received by telephone, e-mail and face to face, passing on the query to the advisory team where needed.
- Coordinate HR events, meetings, and appointments.
- Provide diary management to the Managing Director, optimising her time, ensuring seamless scheduling, and coordinating various activities.
- Maintain an effective system for filing all documents, ensuring that all legal data record requirements are maintained.
- Monitor shared e-mail inboxes and respond appropriately, when necessary.
- Maintain office supplies such as stationery and cleaning products and ensure the efficient functioning of the office.

HR Documentation and Compliance:

- To manage the input of information held on the HR Alchemy Client Database and other monitoring systems to ensure that they are accurate and up to date.
- Prepare and manage the onboarding process of all new clients.
- Prepare and create new client documentation, such as employee handbook, contracts of employment and client bespoke HR documentation.
- Ensure compliance with company policies, employment laws and regulations, which includes updating the client handbooks on a yearly basis, as well as any revisions requested by the client or the Managing Director.
- Following individual client's bespoke new starter processes, ensuring data input is accurate and communicate with the client where necessary.
- Research and prepare information for the yearly Pay Policy (schools) in collaboration with the MD.
- Prepare documents to streamline processes, including but not limited to standard operating procedures and documenting client specific requirements, updating and improving them where necessary.

HR Reporting and Analysis:

- Prepare HR reports as requested i.e. bespoke client reports.
- Support HR projects and initiatives with relevant data and research.
- Prepare workload reports for client's internal meetings i.e. Audit Committee, Trust Board as required.

Information Technology:

- To maintain and update the HR Alchemy HR Lab client database to ensure all information is up to date.
- To add, maintain and update the electronic handbooks held on the HR Lab client database.
- To maintain and update the HR Alchemy website (where required).
- Housekeeping of documentation on the shared drive.

Health and Safety:

- Support the implementation of health and safety policies.
- Ensure compliance with workplace safety regulations to ensure a safe and tidy work environment.
- Identify potential hazards, implement corrective actions, and follow up to ensure they are addressed.

Other:

- To work within the policies and procedures of HR Alchemy and apply consistent principles of diversity and equal opportunities throughout the work of the business.
- Attend training where appropriate.
- To undertake any other duties as may reasonably be required.

Qualifications

- CIPD 3 or similar in Human Resources, Business Administration, or a related field is desirable but not essential.
- Previous experience in an administrative role is essential.
- Strong organisational and time-management skills.
- Excellent communication and people skills.
- Proficiency in MS Office Suite (Microsoft 365, Outlook, Word, Excel, PowerPoint).

Competencies

- Attention to detail and accuracy.
- Ability to provide timely and effective responses to queries.
- Ability to handle confidential information with discretion.
- Strong problem-solving skills.
- Forward thinking skills.
- Adaptable.
- Flexible.
- Team player by supporting colleagues.
- Ability to work independently and manage multiple tasks simultaneously.
- Committed to staying updated with the latest HR trends, laws, and best practices.
- Knowledge of HR software and databases is a plus, in particular BreatheHR, BrightHR, HARRI, DocuSign, WeTransfer, Xero accounting software.
- Basic understanding of employment laws and regulations is a plus.

Benefits

In return, the amazing employee benefits are as follows:

- Competitive salary that is regularly benchmarked.
- Flexible start and finish times.
- Flexible lunch hours.
- Hybrid working with plenty of holidays.
- Personal development plan designed in conjunction with you and the Managing Director.
- Vitality Private Healthcare cover.
- Potential for referral bonus.
- Free hot & cold drinks, fruit, cake and monthly free team lunches.
- Opportunity to act as HR Alchemy ambassador at events locally.
- Many free celebrations – race days, birthdays, Christmas and prosecco Fridays.
- Free car parking.
- HR Alchemy rewards scheme with high street discounts available.
- Weekly well-being “treat allowance” to spend on exercise, pilates, massage etc.

If you are interested in applying for this vacancy, please send your CV and covering letter to hello@hralchemy.co.uk by **Friday 13th September 2024** latest. No agencies, thank you.