

JOB DESCRIPTION

Job Title:	HR Administrator
Main Place of Work:	Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS and such other areas as required.
Responsible to:	Head of HR
Accountable to:	Chief Executive, Cobalt Health

Line management

- There is no line management responsibilities associated with this role

Job Purpose:

To assist in the efficient operation of the HR department, undertaking HR administrative duties and providing general administrative support to the team. To be the first point of contact for queries, ensuring these are dealt with promptly and reliably, or signposting to the correct person where appropriate, and escalating the query where required.

Key Relationships

Cobalt staff team, mobile site staff, logistics, support engineers and patients

Key areas of responsibility will include:

Operational Duties

- Prepare offers of employment and contracts, managing the onboarding process for new staff whilst ensuring a high-quality experience for the candidate and compliance requirements are met;
- Undertake all pre-employment checks including right to work, DBS, references, Occupational Health, HCPC in a timely and accurate manner, ensuring the correct documentation is in place, escalating any queries and gaining sign off for files prior to the start date;
- Update and maintain employee records accurately and efficiently (both electronically and hardcopy) setting up records for new staff and maintaining records for existing staff including all personal data, absence, family friendly, any missing data and raising concerns to the HR Assistant or Head of HR;
- Action queries received through the HR Inboxes on a regular basis throughout the day, ensuring all emails are actioned by either responding to them or passing to the relevant person, ensuring all emails are followed up and are actioned and filed correctly once completed;
- Provide the first point of contact in a polite manner for telephone calls and visitors to the HR Department providing a high level of customer service;
- Assist with recruitment, including the publishing of adverts, interview arrangements and compilation of recruitment packs, ensuring that all

documentation is received back from recruiting managers, filed and kept in accordance with data retention procedures;

- Draft contract amendments to reflect changes in terms and conditions, including liaising with payroll & finance to ensure payroll are updated of any changes affecting payroll, pensions or other terms and conditions;
- Support with induction arrangements, including preparing welcome packs and meetings for new staff in a timely and accurate manner;
- Administering annual holiday entitlements for new and existing staff, managing and resolving holiday queries and requests via the HRIS, escalating as appropriate;
- Administration of all HR paperwork, including verification of documentation supplied, logging appraisals, filing, photocopying, shredding and dealing with incoming and outgoing post
- Use HRIS to report and analyse people data and information, including provision of timely and accurate regular reports for payroll, absence, holidays, renewal of statutory information, management information and other ad hoc reports as required;
- Process all data renewal checks, including DBS, HCPC, right to work and driving, in a timely and accurate manner to ensure deadlines are met, and all records and compliance documents are updated accordingly;
- Ensure all staff files, electronic and hardcopy, are set up appropriately, follow legal and regulatory requirements and are kept up to date and archived as appropriate;
- Complete HR checks and processing of timesheets, raising and resolving queries within the required timescales for checking by the HR Assistant;
- Support with the compliance checks for practicing privileges and other compliance requirements for third parties working with Cobalt;
- Contribute to the development and review of People Policies, procedures and working practices;
- Manage the staff badge system, producing badges as required;
- Manage employee benefit administration processes for joiners, leavers and changes;
- Administration of leavers processes, including acknowledgement of letters, updating HRIS, liaising with payroll, finance and IT, and the provision of employment references to third parties;
- Providing effective and timely general administrative support to the Head of HR and wider HR team;
- Support the Head of HR and HR Assistant with projects and undertake the operational day to day administration with the HR Team
- Maintain total confidentiality and discretion with regard to employee data and HR information at all times;
- Actively engage in promoting positive relationships across the organisation;

Specific Duties

- Any other duties in accordance with the level of the role.

Management of Resources

- To assist with monitoring of supplies
- Monitor and maintain sufficient and appropriate supplies to support the department

Teamwork

- To work collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly junior staff members

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health.

Person Specification

Qualifications and Training	Essential	Desirable
Good educational achievements to A level standard or equivalent	✓	
GCSE Maths and English Grade C/5 or above	✓	
CIPD qualification or willingness to work towards		✓

Knowledge and experience	Essential	Desirable
Experience of working in a busy and fast paced administration / office environment	✓	
Experience of working within an HR Team, managing people records, recruitment or employment checks		✓
Excellent IT skills; ability to use HR systems and Microsoft Office packages including Word, Excel, Powerpoint and Outlook. (Training will also be provided)	✓	
Up to date knowledge of employment legislation, including safeguarding, recruitment, data protection and equality, diversity and inclusion	✓	
Experience of onboarding new staff, such as undertaking pre-employment checks, drafting contracts of employments		✓

Skills and abilities	Essential	Desirable
Excellent administrative skills	✓	
Effective communicator with excellent written and verbal skills	✓	
Ability to plan and manage tasks to meet tight deadlines	✓	
The ability to maintain confidentiality at all times and in all circumstances	✓	
Positive attitude and a Can Do approach to solving problems	✓	
Ability to take comprehensive minutes of meetings and record accurate notes	✓	
Ability to plan and organise own workload and support team colleagues	✓	
Represent the HR Department building an established reputation of trust and professionalism	✓	
Highly accurate and efficient data entry	✓	
Ability to collect, collate and analyse data with strong attention to detail	✓	
Ability to role model to promote charity's behaviours and values, and promote equality, diversity and fairness	✓	

Personal attributes	Essential	Desirable
Calm, reassuring, personable character	✓	
Enthusiastic to share good practice as part of a team	✓	
Proactive and self-motivated	✓	
Motivated to pursue continued professional development	✓	
Flexible and adaptable	✓	
Professional approach	✓	
Well organised with excellent time management	✓	
Enthusiasm to learn and willingness try new things	✓	