



HR Administrator – People and culture

MAIN PURPOSE

The main purpose of your role is to provide top-notch administrative and HR support to our people and culture team and managers across the organisation. This is a varied role in a busy environment where you'll provide general advice and support on all aspects of HR procedures and processes, as well as supporting with our wellbeing and engagement initiatives. Working in our people and culture team means you'll be someone who lives and breathes our values and demonstrates them in everything you do.

SCOPE OF JOB AND FOCUS OF ROLE

- Service Delivery – 80%
- People Management and Relationships – 20%

TERMS & CONDITIONS

Contract Type

This is a permanent contract.

Salary

£23,088 per annum pro rata, this salary is equivalent to PSS Fixed point 21.

Hours

22.5 hours per week with opportunity for flexibility of hours/days between Monday to Friday.

Location

Eleanor Rathbone House, 24 Derby Road, Liverpool, L5 9PR.

Annual Leave

23 days per year. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

Pensions

PSS operates an Occupational Pension Scheme with The People's Pension.

Conditions of Service

Offers of employment are made subject to the following conditions:

- a) Completion of medical questionnaire
- b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
- c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.

KEY RESPONSIBILITIES

- You'll be one of our go-to people for all staff across the organisation, to give friendly and professional support on general HR queries (e.g. annual leave, probationary periods, etc), and making sure where appropriate, queries are escalated to the appropriate people and culture colleague.
- Administrative duties as required to support key HR employee lifecycle processes such as dealing with new starters and leavers (e.g. recruitment checks and monitoring)
- Support the team in administering changes to employee details through the employee lifecycle and making sure that accurate employment records are held for all our staff using our in-house HR system.
- Support HR assistant with the HR end of year processing including any salary uplifts and annual leave processes.
- Support the team with gathering regular management information and key people metrics for people reporting, maximising the use of Excel/HR system.
- Support your senior people and culture colleagues with event planning and communications around employee engagement activities, celebrations and awards.
- Actively promote our employee offer and incentives around staff benefits and wellbeing initiatives.
- Support PSS's commitment to equity, diversity, and inclusion and promoting and supporting non-discriminatory practices in all aspects of work.

People Relationships

- You'll use your dazzling personality to develop and maintain good working relationships across PSS.
- You'll have excellent customer-focus, helping with enquiries by using various methods of communication

Resource Management

- Check absence records against certification received whilst making sure the correct details are cascaded through to payroll.

Sustainability and Business Development

- Using your experience and knowledge to suggest changes to processes and procedures to improve efficiencies within the people and culture team.
- Support the team in playing a role in helping us recruit and retain talent.

Additional Duties

- Any other administrative duties relevant to your role, such as maintaining team stationery/supplies, ordering and ID badges,

- You'll actively get involved in developing your individual performance and development objectives and attend regular catch ups to progress these.
- Support the simplification where possible of people and culture documents and correspondence making sure these are consistent in the PSS voice, in line with internal communications strategy and employee brand.
- All roles are subject to change from time to time and this job description will be reviewed regularly and may be updated to include reasonable changes in line with the job holder.

JOB DESCRIPTION

This job description is a guide to the work you'll be required to do and represents a range of responsibilities comparable with the grade for the post. It does not form part of your contract of employment.

Person Specification

Job Title: HR Administrator

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = Copy of certificates
Attitude		
Commitment to, and demonstration of the PSS values and their application to the delivery of quality services	E	A/I
Flexibility with regard to day-to-day tasks and responsive to team needs. 'Can-do' attitude	E	I
Ability to work on own and as part of a team	E	A/I
Demonstrates a professional approach to work and relationships across the business	E	A/I
Proactive, solution focused and forward thinking	E	I
Knowledge		
Office administration	E	I
Maintenance of electronic files and record keeping	E	I
Understanding of HR policies, procedures, and current employment regulations	D	I
Skills		
Good verbal and written communication skills, including the ability to work effectively with all colleagues across the organisation.	E	A/I/E/R
Good IT skills	E	A/I/E
Work well with others and embrace teamwork	E	A/I
Highly organised with ability to prioritise	E	A/I/E
Experience		
Using IT systems including Microsoft Office, e.g. Word, Excel, Outlook, Teams	E	A/I/E/R
Providing good customer service	E	A/I/R
Working in a team	E	A/I/R
Qualifications and training		
Minimum English and Maths GCSE (Grade 4) or equivalent Level 2	E	C