**JOB DESCRIPTION**

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| **POST TITLE** | People Administrator (Recruitment & Selection) |
| **GRADE** | Grade 3 (£24,790 – £25,183) |
| **FUNCTION** | People |
| **PERMANENT BASE** | CHQ, Eyre Street, Sheffield |
| **RESPONSIBLE TO** | People Officer (Recruitment & Selection) |
| **RESPONSIBLE FOR** | n/a |

**OVERALL PURPOSE OF JOB**

Contribute to the delivery of an effective and efficient people systems & transactional support service.

CIPD Professional Map: Foundation Level

**MAIN RESPONSIBILITIES**

1. Ensure the efficient and effective co-ordination of all office systems.
2. Assist with the accurate application, maintenance and confidentiality of all recruitment related records, procedures and systems in accordance with current policies, conditions of service and employment legislation.
3. Responsible for a wide range of transactional procedures and tasks relating to recruitment and selection processes (internal and external).
4. Responsible for the collection and collation of statistical data and other scheduled or ad-hoc requests for management information.
5. Responsible for processing all pay change documentation and for liaising with the payroll team to ensure the accurate and timely processing of payroll information in accordance with financial/audit controls.
6. Data entry using web basket and Integra and initiate and process invoice requests for the people function.
7. Undertake peer checking and data quality checking to ensure accuracy of information and documentation.
8. Accurately and securely maintain administration filing systems, using computerised systems where technology permits, in line with data protection requirements.
9. Perform administrative duties in a timely and efficient manner, in line with deadlines and team LPI’s and in accordance with people policies and procedures.

1. Maintain up to date knowledge of SYFR policies and procedures that relate to recruitment and selection transactional activity.
2. Liaise with candidates, managers and people function colleagues to support efficient and effective recruitment and selection processes.
3. Process disclosure checks for all new employees and existing staff undertaking regulated activity.
4. Undertake right to work checks for all new employees, in line with SYFR policy and legislation.
5. Respond to recruitment and selection transaction related enquiries, ensuring a quality customer care experience at all times and signposting as necessary.
6. Provide cover for other People Administrators as required.
7. Work closely with the People Partner (Recruitment & Selection) to ensure the provision of an efficient transactional service.
8. Assist in the organisation and delivery of recruitment related internal and external events.
9. Undertake people related projects with responsibility commensurate with the grade.
10. Fully participate in SYFR’s Performance Review process according to the responsibilities of the role.
11. Practice and promote SYFR’s Equality and Diversity and Health and Safety Policies and to conduct oneself in a manner that is consistent with SYFR’s core values at all times.
12. Ensure that risk is managed effectively within the section in accordance with corporate strategies and plans.
13. Attend as required any training courses that will contribute to the effective performance of the post holder.
14. Carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.
15. Be responsible for the accurate and appropriate processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
16. Demonstrate commitment to CPD.

**ANY OTHER INFORMATION** (including special conditions of service)

Flexi time

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| NVQ Level 2 in Business Administration  | X |  |
| Foundation Certificate in People Practice or willingness to work towards |  | X |
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| **Knowledge** |
| Knowledge of HR functions and the contribution to organisational effectiveness | X |  |
| Awareness of HR policies and procedures | X |  |
| Understanding of the Fire & Rescue Service terms and conditions |  | X |
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| **Experience** |
| Proven experience of applying administration procedures and systems to provide a quality transactional service  | X |  |
| Experience of providing a customer-focused service | X |  |
| Proven experience of working collaboratively within a small team, ensuring objectives are consistently achieved via a flexible approach  | X |  |
| Experience of collating and reporting statistical information | X |  |
| Experience of working with an HR Information System | X |  |
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| **Personal Effectiveness** |
| Ability to be accurate and efficient  | X |  |
| Intermediate IT skills, including Microsoft Office | X |  |
| Ability to communicate effectively, ensuring a positive a professional image is conveyed at all times | X |  |
| Ability to manage conflicting priorities and to work to deadlines | X |  |
| Adopt a flexible approach to working hours and work location, ensuring personal objectives are achieved  | X |  |