

## **JOB SPECIFICATION** (PR110)

**Job Title: HR/Training Administrator**

**Line Manager: Head of People**

**Salary Scale: SCP5 £19,650 (Actual £11,790)**

**Location: Central Leeds office with the option of hybrid working**

**Hours: 21hrs per week**

### **Purpose of the role**

To provide administrative and operational support to the HR and Training function at Carers Leeds

### **Main responsibilities and duties:**

- To create and maintain employment related documents for employees
- To produce offer letters and contracts for employees
- To process administration changes for employees, including job role changes, salary changes, variations of contract and leavers
- To administer training activities and records for the workforce
- To administer HR processes including induction, appraisal, sickness and wellbeing
- To update and maintain digital employee records through the HR system
- To analyse data to create data based reports on people statistics
- To coordinate meetings and activities relating to HR and training
- To support the wider Administration and Reception Team with other administrative activities as required

### **Core Values & Behaviours:**

At Carers Leeds we are one team, working together to benefit carers. We have a shared set of values and behaviours which guide everything we do. **Values** are the things we believe are important at Carers Leeds. **Behaviours** are what we expect staff, trustees and volunteers to do, to enact our values. These values and behaviours apply to how staff, trustees and volunteers interact with each other and the way we work with carers and external partners.

These values and Behaviours are continually reinforced from induction through supervision and team meetings:

- **Integrity** - we are honest, fair and speak up
- **Accountability** - we do what we say we will and take responsibility for our actions
- **Inclusion** - we value differences and take action to reduce exclusion

- **Respect** - we value and listen to each other
- **Excellence** - we continually improve through listening, learning and innovation
- **Kindness** - we are friendly, caring, and considerate
- **Empowerment** - we support, trust, and promote empowerment to make a difference

### Respect for service user Confidentiality

The jobholder should always respect confidentiality and not divulge information unless sanctioned by the requirements of the role

### Person Specification

*When applying for this role you should use the application form to show that you meet all of the essential criteria outlined in the person specification for the position. If you fail to demonstrate this, or are unable to meet the criteria, it is unlikely you will be shortlisted for an interview for this post.*

	<b>Knowledge and Understanding</b>	<b>Essential/ Desirable</b>	<b>How identified Application / Interview</b>
	Experience of working in an administrative role	E	A
	Experience of working in HR administration	D	A/I
	Experience of working in the charitable sector	D	A/I
	Experience of working with digital data and IT systems	E	A/I
	An understanding of unpaid carers and the work of Carers Leeds	D	I
	<b>Skills and Competency</b>		
	Ability to work with databases and data analytics	E	A/I
	Able to produce reports and data summaries	E	A/I
	Excellent IT software skills	E	A
	A strong attention to detail and accuracy	E	I
	Ability to communicate well verbally and in writing	E	I
	Excellent organisational skills - able to multi-task and re-prioritise at frequent intervals.	E	A/I
	Ability to work effectively as part of a team	E	A/I
	<b>Behaviour and Personal Attributes</b>		
	Can demonstrate the behaviours which align to Leeds Carers values	E	A/I
	High levels of discretion and confidentiality	E	A/I
	Is motivated and enthusiastic about the role	E	I
	Friendly, calm and professional manner	E	I
	Ability to handle pressure and good time management	E	I
	Flexible and able to adapt to change	E	I

*If you have any questions regarding the role then please contact Andrew Walsh, Head of People*