

Job Description:
HR Administrator – Site based

HMP Peterborough

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| Function: **Sodexo Government UK&I – Justice Services - Human Resources** |
| Position: HR Administrator – Site based |
| Immediate manager: ER & Resourcing Advisor  |
| Additional reporting line to: | HR Business Partner  |
| Position location: **Site based – HMP Peterborough**  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Work as part of the HR team to deliver HR administration activity
* Liaison with PeopleServices regarding administrative assignments
* Support with query handling as required in a timely and efficient manner
* Provide location based administrative support with day-to-day responsibility for ensuring data and records are correctly processed and stored in accordance with policy, procedures and GDPR legislation governance.
* Act as first line for basic queries which will include signposting to the PeopleServices function(s) and/or relevant department or appropriate team member.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
|  | * HMP Peterborough has x+ employees
* Supporting 1x Site – HR team consists of; HR Business Partner, ER & Resourcing Advisor, L&D Manager, L&D Trainer x2
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Co-ordinate HR Administration; working closely with onsite managers and PeopleServices
* Maintain and review all records to support an effective and efficient service
* Support with HR administrative duties
* Support with month end HR reporting as required
* Enhance all data is kept up to date and accurate
* Key administration duties for the day-to-day operations of the HR team
* Supporting the function by taking responsibility for meeting and event arrangements
* Maintaining various data points and reporting including Excel spreadsheets and systems, and databases; ensuring that all HR data is up to date and accurate
* Dealing with general queries to the department, directing managers and employees to the People Services team
* Undertaking the role of note taker in occasional disciplinary meetings and typing up of notes.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * All administration duties for the day-to-day operations of the HR team.
* Maintain spreadsheets, reports, and databases; ensuring that all HR data is up to date
* Accurately complete employee absence, change to terms, change to pay and leaver forms for processing via PeopleCentre
* Review internal HR documentation to ensure accuracy and upload to relevant electronic employee files
* Co-ordinate general queries, directing managers and employees to the PeopleCentre and other on-line tools where appropriate.
* Ordering name badges
* Manage the administration of PCO badges; maintaining a central database for the Controller and distributing badges to staff
* Support on recruitment and interview assessments
* Minute HR meetings; providing accurate and well-written documentation in a timely manner
* Support with ad-hoc projects or other appropriate activity
* Support with administrative tasks for on-site recruitment activity, including new starter set up and compliance checks
* Support with right to work and vetting processes
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * To co-ordinate and manage HR Administrations duties for the HR team
* Produce reports as required
* To act as the first point of contact on all HR administration activity
* Adherence to HR policies and process
* Maintenance of HR trackers including employee lifecycle data with accuracy which feeds into prison and segment monthly report cycles within specific timeframe
* Contributes to the segment roadmap including reduction targets in absence, turnover, recruitment gaps and conversion rates, engagement and employee experience measures
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential*** Proven experience in a multi tasked, fast paced administrative support role
* Good organisational skills, strong time management with the ability to work to deadlines in a fast-paced environment
* Working knowledge/IT competent, ideally to intermediate level including Microsoft Word, Excel, Outlook and Teams
* Exceptional accuracy and attention to detail
* Ability to work with different stakeholders and customers
* Effective communication skills, both written and verbal
* High level of confidentiality and discretion
* Professionalism and resilience

**Highly desirable*** Previous HR experience or has worked within a HR environment
* Experience of SAP (HR)
* Advanced MS Excel
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
 | * HR Service Delivery
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| * Employee Engagement
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