

Job Description:

HR Administrator – Site based

Function: Sodexo Government UK&I - Human Resources

Position: HR Administrator – Site based

Immediate manager: HR Business Partner – Rebecca Burt

Additional reporting line to: HR Assistant - Kirsten Everall

Position location: Site based – HMP Forest Bank

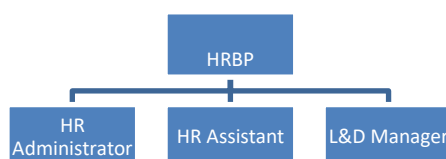
1. Purpose of the Job – State concisely the aim of the job.

- Work as part of the HR team to deliver HR administration activity
- Liaison with PeopleCentre regarding administrative assignments
- Support with query handling as required in a timely and efficient manner

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 Forest Bank has 600+ employees
- Supporting 1x Site – HMP Forest Bank HR team consists of; HR Business Partner, HR Assistant, L&D Manager, L&D Senior Officer

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.



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 PeopleCentre
- 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

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

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, with a particular focus on absence, return to work, probation and 1-2-1s
- To act as the first point of contact with PeopleCentre on all HR administration activity

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Experience in a multi tasked, fast paced administrative role
- Good organisational skills with the ability to work consistently to deadlines
- IT competent including Microsoft Word, Excel, Outlook and Teams
- High level of confidentiality and discretion
- Accuracy and attention to detail
- Ability to work with different stakeholders and customers
- Professionalism and resilience

Desirable

- Previous HR experience
- Experience of SAP (HR)

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	