

Job Description

Community
Rehabilitation
Company



Cumbria & Lancashire
Northumbria
South Yorkshire

Job Title: Regional HR/L&D Business Support Administrator

Grade: Pay Band 2

Location: Northumbria CRC Hub
(This is a regional role therefore travel may be required on an ad hoc basis)

Responsible to: Regional HR/L&D Support Officer

Item	Duty/Responsibility
1	Provide general administrative support to the regional Human Resources and Learning & Development teams, including dealing with routine requests for information while ensuring the highest levels of confidentiality at all times.
2	Collate, interpret and present a wide range of management information and documentation to a high standard within strict deadlines.
3	Manipulate Regional HR Management information to provide the CRCs with a range of localised monthly reports including: <ul style="list-style-type: none">• Organisation Structure information• Turnover• Long and Short Term absence reports• Sickness absence trigger reports• Overtime usage
4	Contribute to the maintenance of Learning & Development records, both on Ingenium and external training held outside Ingenium, to ensure that timely and accurate management information is available.
5	Provide administrative support to local business support staff (HR SPoCs) on a range of HR projects including: recruitment activity and establishment control.
4	Assist with pre-employment checks for Sessional/Casual Workers including the medical clearance process, reference requests and the Right to Work and DBS procedures.

Item	Duty/Responsibility
5	Monitor the use of Sessional/Casual Workers to ensure that the CRC's remain compliant with MoJ Vetting requirements.
6	Assist in developing managers' understanding of PeopleCentre documentation and processes, eg Changes to Terms & Conditions, temporary pay variations and Changes to the Organisational Structure.
7	Operate and maintain effective, streamlined systems of work to support the HR and Learning & Development functions.
8	Establish and maintain good communications and relationships with colleagues in the six Sodexo CRCs, PeopleCentre and training suppliers, supporting the business in embedding the PeopleCentre model.
9	Participate in the supervision and appraisal process and in training and development activities in order to ensure the continuous development of your own skills and knowledge
10	Support any data cleansing activity that is required, ensuring data protection standards are met and any concerns raised.
11	Positively promote equal opportunities in daily interface with staff and managers.
12	Support any special projects, miscellaneous assignments and other duties as may be required from time to time commensurate with the grade.

Draft

DW/March 2018