

Job Profile

Job Information	
Job Title	Human Resources Administrator (Workforce)
Hospice Pay Band	Band 3
Accountable to	Director of Workforce
Responsible to	Director of Workforce
Location	Wirral Hospice St Johns, Higher Bebington

Job Summary
<p>The post holder will work within the culture and values of the hospice in the provision of specialist palliative care by providing administrative support within the Workforce Team.</p> <p>The post holder is responsible for providing a comprehensive and confidential administrative service to support the day to day running of the HR service in conjunction with the HR Advisor.</p> <p>The HR Administrator is responsible for advising on queries on recruitment and terms of conditions of employment, and providing support and assistance to managers and employees on the HR system, as well as maintaining up to date and accurate electronic and manual HR Systems.</p>

Key Responsibilities
<p>Main Duties</p> <p>Recruitment: Completing all administrative tasks relating to the recruitment process, including but not limited to:</p> <ul style="list-style-type: none"> • Working with the Recruiting Managers ensure all recruitment vacancies are advertised in a timely manner • Manage all applications received, and prepare information for shortlisting • Arrange interviews, and support where required • Action pre-employment checks for successful candidates including (request and chase references, DBS checks, Occupational Health and right to work in UK checks) • Produce offer letters of employment, based on agreed terms and conditions of employment • Collect and collate data relating to every round of recruitment • Liaising with the relevant recruiting manager, arrange starting arrangements for new employees • Prepare contracts of employment once start date has been agreed • Liaise with Income Generation Team to ensure that all Hospice vacancies are advertised on the website • Create Individual personal file <p>HR Administration Completing all administrative tasks relating to HR but not limited to:</p> <ul style="list-style-type: none"> • To observe a high level of confidentiality and demonstrate respect for all individuals regardless of circumstances or matter in hand • Prepare paperwork for monthly payroll relating to pay including pay calculations, annual leave balance, terms and conditions of employment and sick pay entitlement in line with agreed timeframes

- Support the Director of Workforce to ensure that any changes to employee working hours are updated on the organisational Establishment Plan.
- Maintain up-to-date records relating to all areas of HR activity, including long and short term sickness absence monthly report, individual staff files and records.
- To follow up three yearly/annual on-line DBS checks and annual professional registration checks, car insurance and MOT's for people using their cars for business use.
- To administer the probationary review process working with relevant departmental managers ensuring relevant paperwork is completed and written to employees
- To respond to all incoming reference requests and in coming emails
- To order uniforms for all new employees
- Support the HR Advisor in conducting the HR element of induction process for new employees as required. Ensure Induction packs are ready for new hires
- Undertake minutes of formal meetings as required
- Update and advise managers of employees absence in line with hospice policy and keep employees updated if their pay changes during periods of absence
- Support the Director of Workforce with all administrative tasks in relation to NHS Pensions on Line in accordance with statutory guidelines. This includes inputting joiners and leavers onto the system, submitting end of year annual returns and processing online pension applications, and dealing with any queries raised.
- Produce annual data to be submitted to the Life Insurance scheme
- To support the HR Advisor with the co-ordination of the annual Long Service Awards event, staff activities and the Breakfast with the Chief Executive event for new employees
- To produce name badges for new employees
- To administer the process for leavers exit interviews, working with line managers to ensure that exit interviews are conducted and that completed forms and company properties including car parking FOB are returned to HR for records to be updated
- To produce monthly and quarterly key performance indicator information in conjunction with HR Advisor
- Manage supplies of stationery as required

Workforce Systems

- To administer and process all aspects of the HR system (SMI and Talos360), ensuring it is up to date at all times
- To administer passwords and logins for members of staff on the system
- To be the first point of contact for any training support required for employees/managers
- To liaise with SMI to deal with any queries outside of own area of expertise in a timely manner, ensuring best possible service to employees.
- Ensure compliance with GDPR in relation to personal data
- Produce adhoc reports as requested to line managers and employees
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Governance

Adherence of policies/procedures, which are applicable to Clinical Support Administrator (Inpatients) role.

To observe the provisions of and adhere to all Hospice policies and procedures.

To participate actively in the annual performance review to identify personal development needs.

To attend or undertake online Hospice Statutory and Mandatory training sessions as required and any other training courses relevant to the post.

Wirral Hospice St John's has a responsibility to ensure that all children / young people and adults are adequately safeguarded and protected and that "Safeguarding is Everyone's' Business". Consequently, all staff are required to adhere to national and local safeguarding policies / procedures and to act upon any concerns in accordance with them.

To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance, undertake mandatory training and follow Hospice policies and procedures to ensure that hospice information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action, which may involve dismissal. You must maintain the confidentiality of information about service users, staff and organizational business in accordance with the Data Protection Act 1998 and Caldicott principles.

Infection Control

Wirral hospice St John's has a responsibility to ensure that patients and staff are protected and that they follow the infection control guidelines in their areas of work.

All staff must maintain updated knowledge of infection Prevention Control policies & procedures.

Organisational Philosophy of Care, Purpose, and Values

Wirral Hospice St John's aims to offer care and support for patients and their families living with a life limiting illness based around what is important to them. It endeavours to meet the holistic needs of our patients – physical, psychological, social and spiritual needs and support their loved ones and carers without discrimination.

Wirral Hospice St John's **CARES**

So that we can deliver on our Philosophy of Care and Purpose the Hospice has developed the following Values which we uphold in all that we do.

Compassionate: To care for and support patients, families, colleagues and the wider community with compassion and understanding.

Accountable: To be accountable for our own actions and decisions, and to hold each other to account

Respectful: To treat others with respect throughout all interactions, acknowledging and considering differing opinions.

Equitable: To act in an equitable manner for all, ensuring that individual needs are considered and supported

Sustainable: To manage our resources efficiently, optimising use and value, whilst minimising waste

Safeguarding

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Equality and Diversity

Wirral Hospice St John's has given its full commitment to the adoption and promotion of the key principles of equality and diversity of equal opportunities contained within current legislation and the Wirral Hospice St John's Equality Policy.

Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their line manager. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their manager.

Confidentiality

In the course of your duties, you will have access to confidential material about patients, members of staff or other hospice business. On no account must information relating to identifiable patients be divulged to anyone other than those authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and or/treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given.

General Data Protection Regulations (GDPR)

Wirral Hospice St John's is required to process personal data relating to its employees, including 'special categories of personal data', as defined in the General Data Protection Regulations 2018 (the 'Act')

All such data will be processed in accordance with the provisions of the Act and the relevant hospice's policies. For the purposes of the Act, the term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction.

Other

This job description is intended to provide an outline of the duties and responsibilities of this post, it is not exhaustive and may be modified and developed periodically following discussions between the post holder and the relevant line manager.

PERSON SPECIFICATION

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Hospice Pay Band: 3
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Responsible To: Director Workforce

	Essential	Desirable	Evidence
QUALIFICATIONS	<ul style="list-style-type: none"> General level of education e.g. GCSE's to include Maths and English 	CIPD Level 3 – Foundation Certificate in People Practice	Application Form/certificates /Interview
EXPERIENCE & ATTAINMENTS	<ul style="list-style-type: none"> Working in a HR environment and/or administrative environment based Computer skills and awareness of electronic HR Systems Dealing with people face to face. Data reporting Working within a confidential environment 	<ul style="list-style-type: none"> The ability to introduce, develop and maintain support systems Basic understanding of Employment Law Legislation 	Application Form /Certificates /Interview
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> Good communication skills, both verbal and written. Proven numeracy & accuracy Ability to work on own initiative. Ability to work as part of a team. Organisational skills Time management skills Effective interpersonal/ communication skills. Maintain Confidentiality 		Application Form /Interview

KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Promotes organisational values. • Ability to think when under pressure. • Ability to produce work of high quality. • Good personal organisational skills • Good interpersonal skills • Ability to prioritise work. • Ability to work as part of a team. • Ability to handle confidential matters. • Flexible to support all roles within the team. 	<ul style="list-style-type: none"> • Payroll • Sickness 	Application Form /Interview
OTHER REQUIREMENTS			