

## PERFORMANCE RELATED JOB DESCRIPTION

**Job Title** : HR Administration Apprentice  
**Employee Name** :  
**Reports to** : HR Manager  
**Date** : October 2020

### Purpose:

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*To improve HR Administration by collaborating with all functions to ensure accurate and timely data is created, collated and stored correctly. In addition to this studying towards and achieving a level 3 qualification in HR Administration to support but business and personal goals of continuous improvement.*

### Accountabilities:

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- To work with the HR Manager and the People Development team to gain experience, skills and knowledge
- To undertake the apprenticeship training and the development plan
- To ensure the HR system is effectively updated and managed, safeguarding the integrity of the personnel data stored within it

### Responsibilities:

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HR roles & responsibilities

- **Recruitment** – supporting the HR Manager and Recruiting Managers in the recruitment process, setting up interviews, ensuring all the correct documents are in place, and keeping the HR system up to date with the vacancy and candidate details.
- **On-boarding** – supporting the provision of a HR transactional resource service, ensuring all pay, benefits, new starter equipment, personal development files, offer letters, contracts and contract changes are communicated and actioned in a timely and accurate manner
- **HR Policy** – supporting with the maintenance of HR policies and procedures to ensure effective, fair and consistent management of employees throughout the Company. Assisting the HR manager in educating employees and managers of the HR policies and procedures.

- **HR Procedures** – support in investigations, disciplinary and grievance matters, preparing invitations, taking minutes and drafting document packs, maintaining the strictest of confidence and standards
- **HR Processes** – keeping the HR processes up to date on the intranet and ensuring compliance with them. Identifying process improvements and making recommendations through the change management process. Supporting with the internal and external audits.
- **HR Data** – collating and analysing information in order to produce Company KPI's for the Office of National Statistics, effectively assisting the team by ensuring all correspondence and associated paperwork is produced and filed correctly, allowing retrieval on request.
- **HR Support** – communicating effectively with all people across the business, both written and verbally, ensuring tact and diplomacy are demonstrated. Keeping up to date with employment legislation and policy changes to advise accordingly.

### Payroll Roles & Responsibilities

- All personnel data needs to be collated in a timely manner and sent to payroll (bureau)
- Sense check the payroll data
- HMRC – check for updated tax codes - P6's on a monthly basis and student loan codes
- Liaise with the Finance Team
- Add all employees to Westfield following their successful probation period
- Implement all changes to salary, pensions, cycle scheme, salary sacrifice and any attachment of earnings
- Complete the relevant national statistic forms

Required Skills & Qualifications	Essential	Desirable
<p><b>Personal skills</b> – ability to uphold our values at all times.</p> <ul style="list-style-type: none"> <li>✓Respect</li> <li>✓Collaboration</li> <li>✓Integrity</li> <li>✓Courage</li> <li>Communication</li> <li>Adaptable</li> <li>Growth Mind-set</li> <li>Resilient</li> </ul>	<p>Effective communication and influencing skills</p> <p>Confident expressing ideas in the presence of stakeholders, colleagues and clients</p> <p>Ability to respond to changing priorities, managing numerous stakeholders with conflicting requirements, deadlines and priorities</p> <p>Happy to develop and maintain credibility, expertise and knowledge through effective internal and external networking</p> <p>Strong personal resilience to remain motivated and focused</p>	

Education & Qualifications	Good standard of education, with a minimum of 5 GCSEs, including Maths and English Grade C or above (or equivalent functional skills tests and experience)	
Experience, Knowledge & Understanding	Experience of working in a group context, not necessarily gained in a workplace environment, or the ability to display confident presentation skills and communicate effectively with peers and others.	Evidence of youth and/or community involvement or participation in organised activity, e.g. sports clubs, after school activities etc.
Technology	Intermediate level of ability in Microsoft packages, including:  Excel  Word  PowerPoint	Interest in the use of technology, you'll demonstrate an ability to format data and convey complex information clearly and concisely

## PLAN

## MANAGE

## MONITOR

**NB Evidence of completing your Roles and Responsibilities must be produced at every review.**

**The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job.**