

## JOB DESCRIPTION and PERSON SPECIFICATION

| JOB DESCRIPTION          |  |
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| <b>Job Title:</b>        | HR Shared Services Administrator   |
| <b>Team:</b>             | HR Team  |
| <b>Reports to:</b>       | HR Shared Services Manager   |
| <b>Role Purpose:</b>     | To provide effective administrative support for recruitment and other related HR Administration across the organisation. To work with the recruitment team to ensure that candidates are processed quickly and efficiently.  |
| <b>Scope:</b>            | To process all documentation for new starters including references, DBS, new starter documentation. Supports with the administration of any recruitment or HR initiatives as and when needed.  |
| <b>Accountabilities:</b> | <p>Provides administrative support for the recruitment process including; monitoring and tracking of vacancies, both internally and externally, sending for and receiving appropriate references, new starter DBS applications and compiling a CQC compliant file for each new starter.</p> <p>Provides administrative support for the appointment process including; issuing initial offer letters and confirmation offer letters and Terms and Conditions if required.</p> <p>Liaises with applicants from the beginning to end of the process including; discussing the role with applicants, telephone screening where appropriate and arranging a schedule of interviews with the line manager.</p> <p>Ensure, with the team, that all HR related information is kept up to date in relevant electronic and paper based systems through timely and accurate data entry and filing.</p> <p>Ensures all relevant information is captured for current employees and is in date for example maintains up to date DBS information by timely and accurate processing of relevant documentation and information. Ensure Visa information is valid, recorded and maintained as appropriate.</p> <p>Provides regular updates to line managers and the HR Shared Services Manager regarding the status of new starters in progress.</p> <p>Updates HR related documentation for new starters for example Company Handbook, welcome pack.</p> <p>Arranges, supports and attends recruitment days as and when is needed</p> <p>Updates the Learning Management System for new starters as</p> |

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|                               | and when is needed. |
| <b>Specific Requirements:</b> |                     |

| <b>PERSON SPECIFICATION</b>   |   |
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| <b>Knowledge:</b>             | <p>Has a good knowledge of the recruitment process from beginning to end</p> <p>Has a good working knowledge of an ATS system</p> <p>Has an in depth understanding of the key aspects of the on- boarding process of candidates</p>   |
| <b>Skills and Experience:</b> | <p>Previous experience of working within a fast paced recruitment or shared services function</p> <p>A minimum of 1 year administrative experience within a similar role</p> <p>Has experience of working with the DBS service</p>  |
| <b>Competencies:</b>          | <p>Demonstrates good attention to detail and accuracy</p> <p>Is organised and able to prioritise</p> <p>Has good verbal and written communication skills</p> <p>Demonstrates initiative</p> <p>Is flexible and approachable</p> <p>Demonstrates good customer service skills</p> <p>Is able to manage a high workload calmly</p> <p>Is able to work independently and flexibly</p> <p>Experience of handling confidential and sensitive information in line with GDPR</p> |