



JOB DESCRIPTION	
Job Title:	Human Resources Administrator
Hours of Work:	
Base:	Barnsley Hospice, Gawber
Department:	Human Resources
Accountable To:	Head of HR
Responsible For:	Maintaining an accurate and efficient HR database with employee information and necessary documentation, including administering new starters, changes and leavers on the system. Dealing with day-to-day HR queries and advising in line with the current policies and procedures.
Job Purpose:	The HR Administrator will support the HR team in ensuring that a high-quality HR service is delivered to the Hospice. The post holder will provide a comprehensive Human resources administration service to the Hospice
Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>
Main Duties & Responsibilities:	
Key Duties and responsibilities	
<ul style="list-style-type: none"> • Administration of the full employee and volunteer lifecycle • Entering employment data into the company database • Organising meetings and taking minutes • Supporting recruitment and training activities • Answering relevant employee enquiries • Coordinating logistics for new hire orientation • Updating employee records including holiday and sickness • Supporting the payroll process with providing accurate data 	

Recruitment – Staff and Volunteers

Work closely with the HR team to support recruitment campaigns for individual roles and volunteers - including handling of the application and shortlisting process, liaising with candidates and scheduling of interviews, preparing offers and contracts of employment, referencing, and collecting required documentation at offer stage.

- To support the placing of advertisements and responding to candidates in a timely manner.
- Record and monitor all applications that are received by the Hospice
- Arrange interviews on behalf of recruiting managers.
- To complete all pre-employment checks needed for selected candidates, including references and DBS checks.
- To draft new starter, offer letters and contracts.
- To take photos of employees and order name badges

Training and Induction – Staff and Volunteers

Supporting and coordinating the onboarding process for new starters, including scheduling of inductions.

- To ensure that all relevant information needed for new starters has been collected.
- To enter new starter information onto the relevant systems
- To create electronic personnel files for all new starters and ensure that all documentation is present and completed
- To be responsible for arranging and delivering induction sessions.
- Arrange probation reminders to managers and escalate any issues to the Head of HR when appropriate.
- To work with the HR team to organise in-house training, including sending out invitations and collating evaluation forms.
- To monitor and track training for reporting purposes.
- Support the management of the MAST on Vantage.

General

Maintaining an accurate and efficient HR database with employee information and necessary documentation, including administering new starters, changes and leavers on the system.

- To provide basic advice on policies and procedures to employees and managers.
- To draft employee letters in relation to any changes in their terms and conditions of employment and to update all the relevant systems.
- To maintain staff and volunteer files.
- To provide general administrative support to the HR team where required.
- To provide administrative support to investigations, meetings and hearings held under the Hospice's policies and procedures, for instance, taking notes, etc.
- To take minutes at meetings as required.
- Liaising with the outsource payroll provider and other 3rd parties to ensure the accurate processing of payroll and benefits
- Any other duty commensurate with the post, as directed by the Director of HR & OD.
- Coordinating and assisting with periodic processes, such as auditing accuracy of information, collation of completed appraisal documentation, auditing training logs etc.
- Scheduling of periodic staff reviews across all departments, including probationary period reviews.



Other Responsibilities
<ol style="list-style-type: none">1. To undertake any other duties, commensurate with the role as required by the Hospice.2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.3. The post holder will be expected to maintain strict confidentiality at all times.4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.6. The post holder is to ensure data protection is maintained at all times.7. The post holder will be flexible in terms of working hours in order to meet service needs.8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
Knowledge and educational achievements:	
<ol style="list-style-type: none"> 1. Level 2 Numeracy and Literacy (GCSE) grade 5 and above 2. NVQ Level 3 in Administration (or equivalent experience) desirable 3. Level 3 CIPD qualification desirable 	Assessment method – application form
Experience and work achievements:	
<ol style="list-style-type: none"> 1. Experience of HR administration and general office routines and filing systems 2. Experience of handling confidential data and information 3. Experience of prioritising own work to work efficiently and effectively 4. Previous experience working within a HR department is highly desirable - desirable 5. Previous administrative experience in a healthcare setting - desirable 	Assessment method – application form and interview
Skills and abilities:	
<ol style="list-style-type: none"> 1. Working knowledge of databases and MS Office (especially Excel) 2. Excellent verbal and written communication skills with the ability to articulate clearly and sensitively. 3. Able to use own initiative. 4. Excellent listening and interpersonal skills 5. Ability to work independently and collaboratively in a team environment 6. Ability to meet deadlines and deal with competing priorities and demands 7. Able to build and maintain relationships whilst maintaining appropriate professional boundaries 8. Great attention to detail 9. Knowledge of HR Legislation and good practice desirable 	Assessment method – application form and interview
Personal attributes:	
<ol style="list-style-type: none"> 1. Good interpersonal skills and the ability to establish good working relationships. 2. Professional, approachable and friendly nature. 3. Excellent time management skills 4. Ability to work flexibly and under own initiative to achieve objectives 	Assessment method – application form and interview

5. Ability to build and maintain relationships 6. Approachable with a professional manner 7. Well-organised, systematic and able to prioritise own workload 8. Team player with a constructive attitude to achieving shared goals	
Our Values and Behaviours:	
<p>Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. <p>Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. <p>Compassion: <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. <p>Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and take our responsibilities seriously. 	Assessment method – application form and interview