



JOB & PERSON SPECIFICATION

Name		Job Title	HRCL Administrator
Function Management	Head of HRCL	Line Management	Senior HRCL Coordinator
Department	HR and Contractor Liaison (HRCL)		
People Management	N/A		
Role Summary			
To support the HR and Contractor Liaison team with administration duties.			
Work Environment			
<ul style="list-style-type: none"> Office based, sitting, computer use 			
Responsibilities			
<ul style="list-style-type: none"> Transference of electronic records to HR Management system and archive as required to comply with GDPR requirements Undertake any other tasks relating to GDPR as required Undertake CV formatting into company template ensuring professional language is used Assist with HRCL queries where possible, thereafter escalating Provide prompt responses to queries and manage expectations Assist as required with HRCL elements of Project PAAFin requirements Support new Employees and Contracting companies by: <ul style="list-style-type: none"> Issuing approved paperwork Close out of new start paperwork Completion of HR Management system record Establishing Contracting company record Assisting with personnel annual updates Database maintenance Assisting with e-visas and Business visitor Orders Monitor, maintain and distribute queries received to the HR, Contractor Liaison and training inbox Checking and saving Service Agreement renewals Checking and saving Contracting Companies insurance documentation Assisting with completion of leaver processing Follow up and filing Return to Work Forms Ensure the vehicle checks have been carried out and are appropriately recorded Undertake to arrange medicals, random drug screening and staff health surveillance and ensure all paperwork is returned timeously Administer training requests ensuring management approval is in place, booking of training and logistics where required. Ensure full flow process is followed and relevant records and trackers are appropriately updated. Undertake ECITB grant commitments and claims Assist with engaging with training suppliers ensuring terms and conditions are agreed and in place Resolution of any issues or problems arising from booked training, or escalate if required 			



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- When required, assisting with 12 week and Annual Performance Review Paperwork issue and receipt
- When required, assisting with Contracting Company Performance Assessment paperwork
- Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner
- Adherence to the company integrated management system
- Compliance with quality assurance, health and safety and environmental policies
- Demonstrate and promote PD&MS QHSE principles and lead by example
- Ensure unsafe activities are challenged
- Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties
- Demonstrate and promote PD&MS values and lead by example

Authorities

- N/A

Skills & Attributes

- Maintaining confidentiality
- Excellent use of grammar and spelling
- Highly accurate
- Excellent skills in Word, Excel and Outlook
- Good housekeeping skills
- Good time management skills
- Good interpersonal skills
- Self motivated
- Ability to prioritise workload
- Ability to maintain filing systems
- Ability to work as part of a team

Competency Standards	M / P	Y / N / CE	Details
Pass grades at Standard level or equivalent in suitable subjects supported by an Administration qualification	M		
Demonstrable experience in a similar role	P		
Demonstrable administration experience	M		
Competent in the use of MS Office applications, in particular excellent use of Excel and Word	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred		CE – Competency Evaluation