

<b>Employee Name</b>			
<b>Job Title</b>	HR Administrator – Graduate Position		
<b>Line Manager</b>	HR Manager		
<b>Supervising</b>	N/A		
<b>Document Number</b>	HR002	<b>Revision Number</b>	A0 (09.02.2021)
<b>Based</b>	Aberdeen Office		

## Job Purpose Summary

The role will encompass providing support to a busy HR function by delivering a comprehensive efficient administration and customer focused service. The post holder will ensure accurate HR records are held for all employees and all required pre-employment and ongoing annual checks are completed. This role will be varied in supporting across a wide variety of HR related tasks, whilst ensuring all activities are GDPR compliant.

## Key Responsibilities/Accountabilities

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.*

- Administer HR related documentation, such as contracts of employment and any changes to terms and conditions.
- Set up new and maintain existing employee electronic files, ensuring all paperwork is received and logged in a timely manner.
- Administration for the recruitment process - posting job adverts, progressions of candidates through the process, ensuring they receive a timely response to their application.
- Conduct induction meetings with new employees and liaise with Line Managers to ensure they are aware of their responsibility in the induction process.
- Conduct new start checks.
- Carry out any HR related projects
- Respond to HR related queries.
- Primary contact for queries on HR Software - act as systems administrator configuring the system as required, controlling user access, managing data flows and troubleshooting as required and general maintenance and upkeep of the Sage People HR Software. Assist with monthly reporting.
- Minute taking in HR related meetings/interviews.
- Maintenance and upkeep of the onboard training database – pulling monthly reports and ensuring all certificates are, logged and expiration dates recorded.
- Review and maintain job descriptions.
- Ensure all payroll data is passed to payroll timely for processing.
- Management of training requests/agreements, ensuring they are signed off and logged before training is booked.
- Assist with booking training courses as and when required.
- Manage the evaluation of completed training.

- Administer probation reviews and the performance review process and reporting.
- Administration of leavers, ensuring acknowledgement, exit interviews are conducted and annual leave calculated appropriately.
- Assist with other HR related tasks as and when required.

### HSEQ Responsibilities

- By adhering to Nucore Group's HSEQ policies and procedures, ensure safe working practices are followed at all times
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system
- On request, fully participate in HSEQ audits and inspections
- Complete mandatory HSEQ training as identified on the Nucore Group training database

### Experience/Education/Training

Requirement	Essential	Desirable
Education, Training, Qualifications	HR Graduate	CIPD Membership CIPD Qualification
Experience	Understanding of HR Processes and legal obligations Understanding of GDPR	Previous experience in a similar role or within a training/recruitment environment.
Skills and Knowledge	An excellent level of knowledge in Microsoft Word, Excel and PowerPoint are essential to enable report writing when required, along with the ability to manipulate datasets. Excellent written and oral communication skills Excellent customer care skills	Experienced user of Sage People Experienced user of Onboard Tracker

### The Person

You will be part of a small HR Team who are providing a full generalist service across the business and therefore you must have a positive attitude and be willingness to get involved in all administrative aspects of HR. Relationship building and communications skills will be a strength, enabling you to build lasting successful relationships with external providers, candidates and internal stakeholders. You will need to be confident, approachable and passionate about good customer service as you will be supporting on a variety of HR related queries. You will have the ability to work independently and problem solve. Good organisational skills and attention to detail will be key to success in the role as you will be juggling with many elements whilst being reactive to the daily demands in HR.

Signed by Employee		Signed by Line Manager	
Date		Date	