



# Nottingham & Nottinghamshire REFUGEE FORUM

## HR Administration Officer

### JOB DESCRIPTION

<b>Post:</b>	<b>HR Administration Officer</b>
<b>Hours:</b>	15 hours per week
<b>Duration</b>	Permanent
<b>Location:</b>	Sycamore Centre, 33a Hungerhill Rd, Nottingham, NG3 4NB
<b>Salary:</b>	£25,673.78 per annum pro rata
<b>Responsible to:</b>	TBC

### JOB SUMMARY

The HR Administrator Officer will ensure the smooth running of HR processes across the employee lifecycle. The role involves maintaining accurate employee records, supporting recruitment and onboarding activities, and assisting with HR projects and compliance.

### MAIN DUTIES & RESPONSIBILITIES

#### HR Administration

- Administer the recruitment, onboarding and Leaver processes
- Keep all HR records up to date on our HR system
- Prepare contracts of employment, offer letters, and other HR-related documentation
- Ensure procedures are compliant with HR and Information Security policies
- Plan staff induction programme
- Manage HR queries, responding in a timely and professional manner
- Arrange and book staff training when required, and record all training
- Ensure DBS and RTW checks are up to date
- Support the collation of HR metrics and reports as required.
- Ensure confidentiality of employee data in line with GDPR.

#### Staff well-being

- Oversee staff well-being activities
- Monitor staff well-being and sickness

#### Finance Support

- Support monthly payroll processes by maintaining and submitting accurate records of starters, leavers, and changes.
- Support internal audits

#### Organisational Responsibilities

- To be a NNRF ambassador by upholding and demonstrating the organisational values and behaviours at every opportunity, through verbal, written and face to face communication
- Work collaboratively with other staff and departments to help prepare and set up events e.g. Refugee Week, Conferences and AGMs
- Responsible for keeping full and accurate monitoring information, report writing and data handling under GDPR guidance.
- Participate in own supervision and appraisal process and attend staff and team meetings
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that any changes of a permanent nature will be incorporated into the Job Description in specific terms, following consultation with the postholder
- The postholder will be required to undergo an enhanced DBS check for this position

***This list of duties & responsibilities is not intended to be exhaustive. The post holder will be expected to perform additional tasks when required; these tasks will be in keeping with the general profile of the role.***

## PERSON SPECIFICATION

*Candidates will be short-listed on the following specifications and need to address each of them in their application.*

*All relevant experience whether paid or voluntary, in the UK or overseas may be included. NNRF values different & creative ways of working.*

E – Essential, D – Desirable

## EXPERIENCE

- Experience in an administrative role, ideally within HR or a similar function (E)
- Experience of HR policies, procedures and legal requirements (D)
- Knowledge and experience of payroll systems. (E)
- Devising and maintaining complex records and producing regular reports. (E)
- Collating and disseminating complex information in an effective manner to key internal and external stakeholders. (E)
- Experience of keeping accurate work records (E)
- Lived experience of forced migration (D)

## KNOWLEDGE/COMPETENCIES

- Excellent attention to detail (E)
- Excellent organisational skills (E)
- Skilled communicator in English both orally and in writing with the ability to produce high quality formal correspondence (E)

- Good interpersonal skills and effective in influencing others (E)
- IT competence including Microsoft packages, databases, use of the internet and email (E)
- Work in a flexible and agile way, adapting to changing circumstances in a positive and solution focused way (E)

## **PERSONAL CHARACTERISTICS**

- Proven commitment to supporting refugees and asylum seekers
- Behaviour and attitude that will promote our core values: empowerment, justice, solidarity, respect, inclusivity and equality.
- Understanding of the importance of maintaining confidentiality
- Able to maintain good professional relationships with colleagues in other agencies
- Able to work in a co-operative, supportive manner within a small team
- Approachable and friendly personality
- Ability to be discreet
- Good time-manager, able to work on own initiative
- Excellent understanding of GDPR regulations.