

Job description – Administrator (HR and Governance)

Grade:	1 – Administrator
Reporting to:	Head of HR and Governance
Working closely with:	Director of Corporate Services, Head of HR and Governance, HR and Governance Adviser, all staff in Corporate Services team, line managers, external contractors and members of the public
Main purpose of job:	To provide high level administrative support to the HR and Governance team.
Working conditions: (i.e. shift work, flexi time, overtime)	The appointment is full-time, 37 hours per week. Hybrid working & flexi time is available.
Key tasks and responsibilities:	<p>To work as a member of the Corporate Services Directorate to provide high level administrative support in the running of the PSA's HR and Governance functions.</p> <p>End to end recruitment including;</p> <ul style="list-style-type: none"> • To facilitate and administer all recruitment such as publishing adverts, longlisting applications, right to work checks and drafting contracts • Arrange inductions for new staff • To produce monitoring statistics for example KPI's and EDI data in relation to recruitment <p>To monitor the central, HR and recruitment inboxes</p> <p>Assist with maintaining HR and Governance policies</p> <p>Manage the planning and booking of corporate training</p> <p>Acknowledge DPA and FOI requests and ensure trackers and disclosure logs are up to date</p> <p>Acknowledge and document complaints received about the PSA.</p> <p>Answering incoming calls from the switchboard and ensuring emails to the central PSA inbox are dealt with in an appropriate manner.</p> <p>Be the main point of contact for general office maintenance and liaise as necessary with contractors (cleaners, suppliers, landlord etc)</p> <p>To monitor and maintain office procedures and policies (where appropriate in liaison with the landlord) including emergency evacuation procedures etc.</p>

And any other duties that can reasonably be assigned in relation to the grade of the post.

Person Specification – Administrator (HR and Governance)

	Essential:	Desirable:
Education, Qualifications and Training		
Special Skills / Knowledge	<ul style="list-style-type: none"> • Organisational skills with ability to plan and prioritise work, work to deadlines and multitask. • High standard of written and oral communication skills • Attention to detail • Ability to work as part of a small team, including a flexible approach and able to work effectively in a small organisation • Ability to show empathy when dealing with members of the public 	<ul style="list-style-type: none"> • Able to take high quality minutes
Experience	<ul style="list-style-type: none"> • A solid background in administration • Experience of handling and protecting confidential information • Experience of communicating (written and oral) confidently with the public. 	<ul style="list-style-type: none"> • Dealing with sensitive issues • Experience of working on HR transactional matters • Experience of working on information governance issues.