**HR Administrator**

**Salary/Rate: £24,799 FTE, £12.89 p/h**

**Days of work: Part Time, 3 days a week**

**Location: S80, Creswell, Derbyshire**

**Autism East Midlands**

HR with a difference - we have an exciting opportunity for an HR Administrator to work in our small and friendly team at our Head Office in Creswell.

You will need to have a ‘can do’ approach and be a great communicator. It is a fast-paced environment, and you will need to be able to turn your hand to anything administrative. You’ll be someone who always looks to improve systems and processes. You will be educated to Level 3 CIPD (or relevant experience in a HR department) and have an up to date understanding and application of employment-related legislation and HR practices.

**Duties and Responsibilities**:

To complete a range of transactional administration processes in support of HR activity.

* Supporting the administration of case management activity. This includes minute taking during investigatory and disciplinary meetings and generating panel packs as required.
* Processing of new starters, leavers, maternity and paternity leave, flexible working requests and special leave.
* Update and maintain of the HR Database, recording information accurately and in a timely manner and generating management reports.
* Support with writing contracts and letter writing using HR templates
* Generating management information and reports using the HR database.
* Recording and updating absence information providing data and information to HR Manager in support of absence management activity.
* Support the administration of processes in support of regulatory compliance including pre-employment checks, DBS applications, renewals and the Single Central Record.
* Administrative support of the recruitment process. That may include responding to initial enquiries and requests for contact; from the point of advert to generating panel packs and new starter documentation.
* To liaise positively and professionally with colleagues and visitors.
* To be amiable, professional and approachable at all times.
* The role will involve travel to our sites across the East Midlands.

**What we offer:**

* 25 days holiday plus bank holidays (33 days)
* Occupational sick pay
* Extensive induction with autism specialist training
* Paid job related qualifications during employment
* Free initial DBS Check
* Employer pension scheme
* Friendly and supportive work environment
* Refer a friend scheme worth £500
* Access to the Blue Light Card scheme
* Employee Assistance Programme
* Paid maternity/ paternity/ adoption leave