



Job Description

Post Title	HR Administrator
Team	HR Operations
Reports to	Reward and HR Systems Manager

Purpose of the Role

The HR Administrator provides full administrative support to the HR Operations Team, enabling the effective delivery of recruitment, onboarding, payroll administration, HR systems, security vetting and employee lifecycle processes while ensuring compliance with GDPR and other relevant legislation. The role is responsible for maintaining accurate employee records and delivering a professional, efficient and customer focused HR service, contributing to a positive colleague experience and the effective operation of the People function.

Key Accountabilities and Responsibilities

- Provide administrative support across the full employee lifecycle, including recruitment, onboarding, contractual changes and leavers.
- Coordinate recruitment activities, including interview scheduling, candidate communications, assessment activities and maintaining recruitment records.
- Administer pre-employment screening processes, including references, right to work and other required checks.
- Support onboarding activities and ensure all employee documentation is completed, recorded and retained appropriately.
- Process employee data and transactions within Oracle and other HR systems, ensuring accuracy, confidentiality and data integrity.
- Prepare HR correspondence and documentation using approved templates, including contractual variations and employment related letters.
- Maintain accurate employee records in accordance with GDPR, document retention requirements and organisational policies.
- Monitor and manage HR and recruitment inboxes, responding to routine enquiries and escalating matters where appropriate.
- Administer the monthly payroll files for review.
- Provide administrative support for security vetting, contractor onboarding, pass management and joiner, mover, leaver processes.
- Produce reports, management information and data analysis to support HR operations and decision-making.
- Support HR projects, continuous improvement initiatives and the development of administrative best practice across the HR function.
- Deliver a professional, responsive and customer focused HR service to colleagues, managers and external stakeholders.
- Undertake any other duties commensurate with the grade and responsibilities of the post.



Key Stakeholders and Relationships

- HR Operations & People team
- Managers
- Colleagues across the Programme
- Internal and External Candidates
- Reward & HR Systems Manager
- Security Vetting Specialist

Qualifications, Skills and Experience

Essential

- Excellent MS office skills with the ability to manipulate data and produce reports.
- Proven experience of fostering good working relationships.
- Good interpersonal skills and the ability to communicate effectively both verbally and in writing.
- Previous experience working in an HR operations environment.

Desirable

- Experience of Oracle HR or a similar HR Information System.
- Experience supporting recruitment and onboarding activities.
- Level 3 CIPD or other HR Qualification.