West Lincolnshire Domestic Abuse Service

Human Resources Project Administrator Job Description

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| **JOB TITLE:** Human Resources Project Administrator | Version: April 2016 |
| **GRADE:** Band 1 FTE |
| **REPORTS TO:** CEO, Project Managers and Senior Project Workers |
| **1** | **Purpose Of Job**: To assist the CEO, Project Managers and Senior Project Workers with general human resources administration within WLDAS.To assist in the efficient day-to-day running of WLDAS. To include maintenance of physical resources, financial systems and clerical support. |

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| **2** | **Main Responsibilities, Tasks and Duties:** |
| 1. To assist in the development and implementation of effective HR systems
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| 1. To provide human resources administration including record keeping and maintenance of HR systems such as:
* annual leave and sickness recording tools
* health and safety record systems
* insurance (buildings, public liability etc) renewal dates
* staff insurance and MOT expiration dates
* new starter paperwork and collecting references
 |
| 1. To ensure staff files are kept up to date with relevant paperwork
 |
| 1. Arranging meetings, keeping diaries and workload management systems, minute taking and information dissemination.
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| 1. A flexible approach is needed as some meetings may take place after office hours and you will be required to attend
 |
| 1. To assist in the monitoring and maintenance of all information systems including Service User data, statistics, financial information and reports through the use of technology and systems
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| 1. To provide typing / word processing services
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| 1. To act as a receptionist, including dealing with the public, service users and other agencies
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| 1. To provide general clerical support to staff as appropriate. This will include answering the phone, taking messages, making appointments, minuting meetings etc
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| **3a** | **Management of People:** None |
| **3b** | **Supervision of People:** None |

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| **4** | **Creativity and Innovation:** |
| Create an HR administrative culture and environment that is forward thinking and positive, thereby enabling efficiencies and improvements to the service to be implemented within all areas of business support |

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| **5** | **Contacts and Relationships:**  |
| To provide a high quality customer service to both internal and external customers within the organisation |

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| **6** | **Decisions:** |
|  | **Discretion –** *The post-holder has the following discretions:-** The post holder will be required to work on their own initiative; however approval of financial information and payments will be agreed with the Project Managers prior to action
* Work is within clearly defined procedures and advice is available
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|  | **Consequences –** *The consequences of the post-holder’s decisions can be anticipated to impact on the following:-** Failure of administration processes
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| **7** | **Resources:** *The post-holder is personally accountable/responsible for the following:-* |
| 1. The post holder will be responsible for proper use and security of data and record systems (both manual and computerized)
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| 1. Promote good practice in the management of all resources
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| 1. Identify the scope for improving the efficiency and effective use of resources
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| **8** | **Work Environment** |
|  | **Work Demands** * Deadlines will need to be met (e.g. completing end of month statistics and reports)
* A flexible approach to work as some out of hours meetings will need to be attended
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|  | **Physical Demands** * Impact of workstation environment ie typing, VDU
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|  | **Working Conditions** * The post holder will work within an office environment
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|  | **Work Context** * Minimal risk of verbal or physical abuse from a service user or external threat posed from perpetrator of domestic violence (although highly unlikely)
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| **9** | **Knowledge and Skills**: |
|  | 1. Business and administration skills
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| 1. Good IT skills including Microsoft Word, Excel and Powerpoint
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| 1. Good numeracy and communication skills (written and oral)
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| 1. Skills in managing day to day income and expenditure
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|  | 1. Excellent organisational skills
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| **10** | **General:**  |
| Full driving licence and the use of a car (Desirable) |

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| **Other Duties -** The duties and responsibilities in this job description are not exhaustive The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post-holder. |
| **Equal Opportunities -** The post-holder is required to carry out the duties in accordance with WLDAS’s Equal Opportunities policies. |
| **Health and Safety -** The post-holder is required to carry out the duties in accordance with the WLDAS’s Health and Safety policies and procedures. |
| **Safeguarding** - - WLDAS is committed to safeguarding and promoting the welfare of people experiencing domestic abuse, children, young people and vulnerable adults. All staff have an absolute responsibility to safeguard and promote the welfare of children and adults. **DBS, identity checks, references and qualifications will be verified for all employees.**The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities. They must be aware of their obligation to work within and do nothing to prejudice the safeguarding policies of the Trust. |

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|  | Name: | Signature: | Date: |
| Job Description written for WLDAS by: | ....................…… | ....................… | .............. |
| Job Description agreed by: [Post-holder] | ....................… | ....................… | .............. |
| **Job Evaluation -** This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by WLDAS.Note: Qualifications and Experience headings are included in the Person Specification |