



barcud

Job Description

Human Resources and Training Administrator

All criteria are **Essential** unless indicated otherwise

Reports to: Senior HR & Payroll Officer

Responsible for: n/a

Overall Job Purpose:

We are looking for an HR and Training Administrator to join our organisation. Reporting to the Senior HR & Payroll Officer; the HR and Training Administrator will be responsible for supporting various HR projects and coordinating training across Barcud.

As an HR and Training Administrator you will support the team on HR administration, including the coordination of training activities. You will also have the opportunity to engage with different people across the organisation and work with different stakeholders in delivering HR projects.

Key Responsibilities –

Main Responsibilities:

- To develop a good working knowledge and ability to access all services in order to provide an excellent customer service across a variety of activities.
- To support HR projects including coordinating training and development, data input, file management and ensuring that the HR database is accurate and up to date at all times.
- To co-ordinate, record and update training records on individual personnel files and spreadsheets.
- To liaise with all department in order to collate training needs.
- Assist with answering general employee queries regarding HR policies, procedures, company benefits, leave and terms and conditions.

People:

- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

Corporate

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.
- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.
- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the Association and its employee comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the Association's work, to promote effective Training, excellence in customer service, and a focus on continuous improvement.
- Carry out such other duties and responsibilities as may reasonably be requested.

With daily exposure to a wide range of HR activities and projects, this opportunity is a great springboard to start your career in Human Resources.

The team are hardworking, passionate about what they do and agile to the needs of the business and we need our HR and Training Administrator to be driven by those same principles.

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



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Personal Specification

Human Resources & Training

Administrator

This person specification details the experience and skills for the position of Human Resources and Training Administrator at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications:

- A minimum of 5 GCSEs or equivalent at Grade C or above to include Welsh and English.

Experience:

- Have good written and verbal communication skills.

Knowledge/skills:

- Proficient in the use of the Microsoft Office package.
- Excellent communications skills
- Competent use of e-mail and electronic diary.
- Ability to learn quickly and use initiative.
- Strong organisational skills and methodical approach to work.
- Effective time management skills.
- Accuracy and attention to detail.

Communication skills:

- The ability to communicate well verbally and in writing in both Welsh and English.
- Good telephone and face to face communication skills.
- Ability to communicate effectively in writing.
- Confidence to deal with people.

- Ability to undertake work in a confidential manner.

Personal Qualities:

- Capable of working to busy schedules.
- Capable of using own initiative and working unsupervised.
- A team player.
- A strong commitment to high quality customer service.
- Adopts a flexible approach to the requirements of the job.
- Adapts positively to change.