



## Cumberland Council

### Post Specification

<b>Date</b>	<b>August 2023</b>
<b>PG Number</b>	<b>7956</b>
<b>Post Title</b>	<b>HR Administrator</b>
<b>Job Family</b>	<b>Business Support</b>
<b>Job Family Role Profile</b>	<b>BS6</b>
<b>Final Grade</b>	<b>6</b>

To be read in conjunction with the job family role profile

<b>Service Area description</b>	
HR & Organisational Development – Transactional HR Team	
The HR & OD Service provide professional and enabling HROD services that are aligned to Cumberland Council's strategic priorities.	
<b>Purpose of this post</b>	
The team support the vital administration of the employee life-cycle providing support across recruitment, HR administration and payroll services as part of a hosted service to Cumberland Council, Westmorland & Furness Council and Cumbria Commissioner Fire & Rescue Authority. Ensuring employees and managers are supported to deliver essential Council services through a high quality, accurate and customer service focused delivery.	
<b>Key job specific accountabilities</b>	
<ol style="list-style-type: none"><li>1. To work as part of the HR Transactional Team providing responsive, accurate, effective and efficient support throughout the employee life-cycle. Recruitment – review adverts, job profiles and vacancy information to place adverts, support selection processes and appointments (inc DBS). HR administration – maintain accurate employee records making changes as necessary to support the employee life-cycle. Payroll – input, process and ensure accurate payroll records for all employees supporting the Payroll Manager to delivery an accurate and timely payroll.</li><li>2. Liaise with candidates, employees and managers regarding HR administrative activities ensuring timescales and requirements are met and confidentiality is adhered to.</li><li>3. Liaise with customers and other stakeholders (internal and external) ensuring a courteous and professional approach to queries with a problem solving mind-set.</li><li>4. To support service development through identifying and supporting implementation of improvements which are relevant to the specific service area, including systems and procedures.</li><li>5. To develop and maintain effective working relationships across the service centre with the ability to adapt and provide support /cover as directed by the Team Leader to ensure that our services are delivered and effectively managed.</li></ol>	
<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide instruction and training for colleagues on areas of work as necessary.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• None</li></ul>

## Essential Criteria - Qualifications, knowledge, experience and expertise

- NQF or NVQ Level 2 or 3, or equivalent experience or knowledge in the relevant work area.
- Willingness to undertake training to support service delivery
- ICT literate
- Experience of MS office software
- Experience of working within an office environment in a large complex organisation
- Experience in customer service and dealing with Stakeholders Inc. dealing with the public
- Can demonstrate a working knowledge of processes, procedures and range of systems and how to apply them within a complex service area
- Proven experience of using databases and manual recording systems;
- Proven experience of the maintenance of accurate records and working to deadlines
- Proven experience of delivering an enhanced customer service
- Ability to work across service areas both flexibly and adaptable to change

## Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

## Job working circumstances

### Emotional Demands

- Minimal

### Physical Demands

- Minimal

### Working Conditions

- Minimal

### Other Factors

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