



Cumberland Council

Post Specification

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

To be read in conjunction with the job family role profile

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| Service Area description | |
| 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. | |
| Purpose of this post | |
| 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. | |
| Key job specific accountabilities | |
| <ol style="list-style-type: none">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.Liaise with candidates, employees and managers regarding HR administrative activities ensuring timescales and requirements are met and confidentiality is adhered to.Liaise with customers and other stakeholders (internal and external) ensuring a courteous and professional approach to queries with a problem solving mind-set.To support service development through identifying and supporting implementation of improvements which are relevant to the specific service area, including systems and procedures.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. | |
| Please note annual targets will be discussed during the appraisal process | |
| Key facts and figures of the post | |
| Budget Responsibilities | <ul style="list-style-type: none">None |
| Staff Management Responsibilities | <ul style="list-style-type: none">Provide instruction and training for colleagues on areas of work as necessary. |

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| Other | <ul style="list-style-type: none"> • None |
| Essential Criteria - Qualifications, knowledge, experience and expertise | |
| <ul style="list-style-type: none"> • 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 | |
| <ul style="list-style-type: none"> • This post does not require a DBS check. | |
| Job working circumstances | |
| Emotional Demands | <ul style="list-style-type: none"> • Minimal |
| Physical Demands | <ul style="list-style-type: none"> • Minimal |
| Working Conditions | <ul style="list-style-type: none"> • Minimal |
| Other Factors | |
| <ul style="list-style-type: none"> • | |