

## Job Description

**Title:** Human Resources Administrator (Systems & Recruitment)

**Reporting to:** Human Resources Adviser

**Terms:** Part-time (22.2 hours), permanent

**Pay Zone/Salary Band:** 1S, £10,128.77 per annum

### Areas of responsibility:

Under supervision of the HR Advisor this post provides administrative support and first line advice and guidance regarding the recruitment and selection process. This post will also provide general HR administration support to case work and HR projects as required as well as maintain the HR system ensuring it is accurate and up to date.

### Accountabilities:

1. To work with the HR Advisor, providing an effective and comprehensive recruitment service throughout BMT
2. To provide excellent standards of customer service to external and internal customers of the HR function.
3. To maintain the HR system and ensure all records are kept up to date and accurate at all times.

### Responsibilities

1. To act as a “one stop shop” for HR recruitment queries from staff and the general public wherever possible.
2. To be familiar with HR policies, procedures and guidance so as to provide accurate and up to date information to employees and line managers.
3. To take ownership for respective vacancies ensuring that all end-to-end recruitment and selection activities are completed in a timely manner and ensure quality of service.
4. To carry out inductions of new employees and support the preparation of up to date induction materials.
5. To travel to customer sites to support recruitment activities such as interviewing and photocopying required documentation.
6. To take minutes at formal meetings, including such areas as the Employee Forum and disciplinary and grievance meetings.
7. To process the administration of all employee records, including holidays, sickness, absence and personnel files, both electronic and manual.
8. To process all new starter administration including; reference checks, offer letters through to adding them on the system and passing over to payroll.

9. To organise, update and maintain recruitment filing systems for the department including electronic and paper files.
10. Contribute to the overall safeguarding of children and vulnerable adults provision, by following safer recruitment guidelines, following up references and arranging DBS checks for relevant positions.

All of the above is not an exhaustive list of duties and the postholder will be expected to perform different tasks as necessitated by their changing role within the organisation and the overall business objectives of the organisation.

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualification</b>	Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent)	Associate level CIPD qualified, or demonstrable equivalent level of experience and working towards/committed to obtaining a CIPD qualification
<b>Experience and Knowledge</b>	Strong recruitment and/or HR administration background  Knowledge of right to work in the UK requirements	Knowledge of Disclosure and Barring Service  Experience of using a HR system for employee records
<b>Skills</b>	High level of written and verbal communication skills  Strong administration skills, is organised and can take the initiative on devising internal systems  Excellent IT skills, particularly Microsoft Office products	
<b>Aptitude</b>	Enjoys being in a varied role, reacting to the needs of the staff and business  Shows wider interest in the HR profession and personal career development	

<b>Circumstances</b>	<p>Able to work flexibly, some earlier starts, evenings and weekends may be required</p> <p>Able to travel throughout the area to visit other BMT sites</p>	<p>Full valid driving licence and use of a roadworthy vehicle insured for business use</p>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Fully understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</p>	
<b>Equal Opportunities</b>	<p>Thorough understanding of Equality and Diversity and committed to equality of opportunity</p>	

**Purpose of this Job Description:**

Birmingham Museums Trust (BMT) considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.