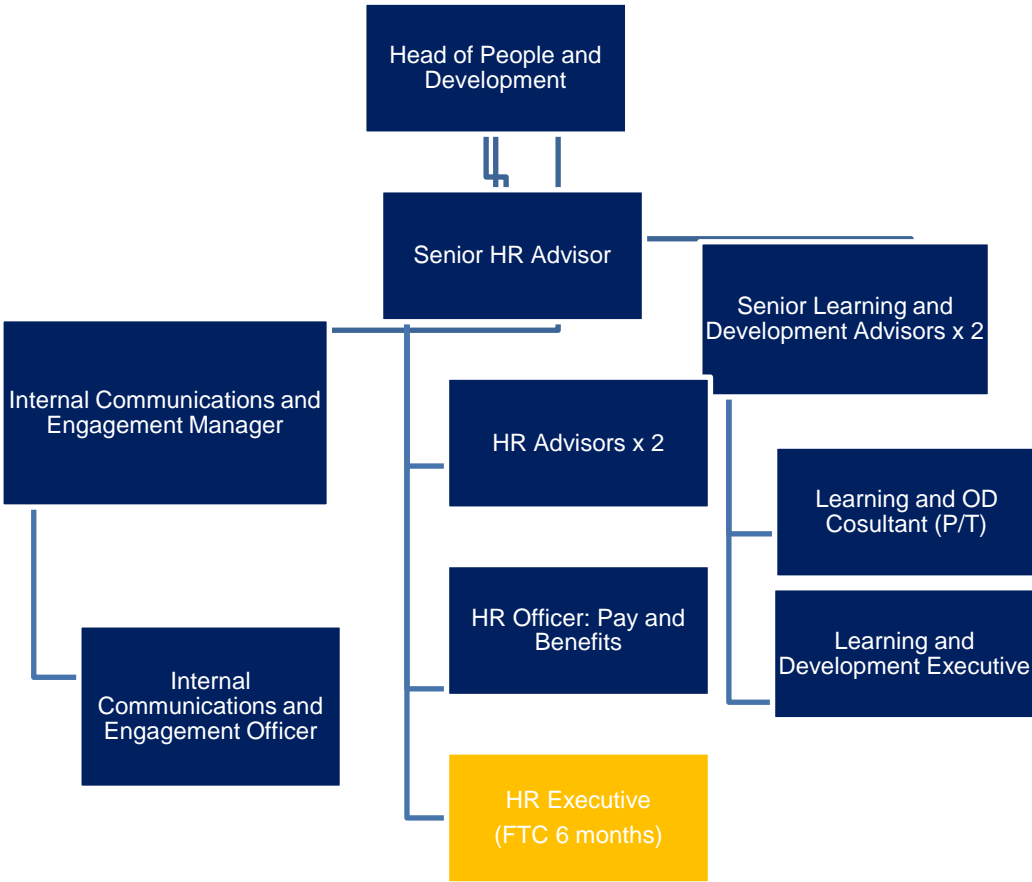


**Job Title – HR Executive**

DIRECTORATE:	People and Organisational Development
SECTION:	HR Executive
REPORTING TO:	Senior HR Advisor
CONTRACT:	Fixed term – 6 months



**WORKING RELATIONSHIPS:**

<b>Inside Diabetes UK</b>
All employees within Diabetes UK, particular focus Engagement and Fundraising directorate POD colleagues in particular HR Advisors and Business Partners
<b>Outside Diabetes UK</b>
Recruitment agencies Cascade – HR systems provider Tribepad – Recruitment system provider Verifile – DBS provider Simply Health – EAP provider

## **OVERALL PURPOSE OF THE JOB**

The purpose of this role is to support the Senior HR Advisor, and wider HR Advice team, to provide an exceptional service to all employees at Diabetes UK, potential new candidates and external providers. The post-holder will provide administrative support for the HR Advice team, especially around recruitment and onboarding administration. This means being involved in the employee experience from recruitment advertising to conducting HR induction sessions.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **Recruitment and Onboarding**

- Provide recruitment administration ensuring the process is completed accurately and in a timely manner:
  - Liaise with HR Advisors and HR Business Partners so that once they have agreed job descriptions and adverts for role, you can administer the recruitment process
  - Upload new jobs to various job boards and internal intranet
  - Liaise with recruitment managers to schedule interviews and send invites to candidates
  - Manage relationships with recruitment agencies for campaigns. Be the first point of contact and provide detail of the role, connect them with the recruitment manager and arrange interviews
  - Manage the rigorous pre-employment check process for all prospective employees
- Work with the senior HR advisor to monitor equality of opportunity at each stage of the recruitment process
- Support the new starter process including adding them to our HR System, Cascade, and being the first point of contact for all new starter queries
- Process and issue offer letters, contracts and request references
- Arrange and conduct HR inductions for new starters
- Deal with probation paperwork ensuring that mid and end paperwork is completed appropriately, probation letters are sent and concerns are raised to an HR Advisor if the individual is not to pass their probation
- Provide general recruitment and on boarding guidance as and when needed to recruitment manager, referring them to HR Advisors and HR Business partners for more complicated matters

### **Employee Lifecycle:**

- Monitor fixed term contract end dates and liaise with managers in good time to provide notice letters or consultation meetings
- Support with internal changes including issuing amendment letters, updating Cascade and payroll and informing relevant stakeholders
- Support the leaver process including issuing leaver letters, updating Cascade and payroll and informing relevant internal stakeholders
- Support with maternity, paternity and adoption cases by issuing appropriate letters to confirm what has been agreed
- Support flexible working requests by issuing appropriate invite or outcome letters
- Note take in formal HR meetings, including disciplinary and grievance hearings
- Support with sickness absence monitoring by writing to colleagues to confirm when they are likely to move to half pay or no pay in good time and arranging occupational health appointments
- Answer general queries, referring to relevant HR policies to give consistent advice and guidance

### **Systems and payroll:**

- Input data into our HR data base in an accurately and timely manner to ensure it remains a reliable source of information about our employees
- Save documents appropriately in employee files
- Support the management of the HR Advice inbox
- Create ad hoc reports and analysis as needed to support HR projects
- Support with payroll administration and monthly checking; including ensuring any changes are communicated on our payroll log and updated on Cascade

As a member of a small team this role will also be asked to support and lead on additional areas of work to achieve the objectives of the team and the charity

## **PERSON SPECIFICATION:**

### The best person for this job will be able to:

- Communicate clearly and accurately both written and verbally
- Work to a high level of accuracy and have excellent attention to detail
- Effectively manage priorities and meet deadlines
- Manage complex tasks with a number of steps effectively so that all stages are completed in good time
- Manage their time effectively
- Build relationships with colleagues and external stakeholders
- Listen carefully for complete understanding of what is required and probe sensitively to gather relevant information
- Maintain confidentiality and be sensitive when dealing with personal situations

### The best person for this job will have experience in:

- HR administration support in a small but busy team environment, including issuing contracts and HR letters
- Recruitment administration for full recruitment process including uploading adverts, arranging interviews, liaising with external agencies
- Using systems, preferably a HR system like Cascade to input data and run reports
- Using MS Outlook, Word and Excel to an intermediate level
- Providing input to monthly payroll processes to ensure all changes are reflected in pay

### The best person for this job will be:

- Enthusiastic, energetic and driven to provide the best customer service both internally and externally
- A collaborative team player who is flexible in working with others to achieve the team's goals
- Comfortable working independently
- Well organised so that they can keep on top of day-to-day work and prioritise effectively to meet deadlines whilst ensuring quality
- Mindful of detail and have a strong commitment to building quality into all they do
- Open to change and keen to identify ways of doing things even better
- Committed to diversity and inclusion in the way they work with others and how they make decisions
- Proactive in maintaining their knowledge of HR best practice