



**Culture Coventry Trust
Herbert Art Gallery & Museum
Jordan Well
Coventry
CV1 5QP**

JOB DESCRIPTION

Job Title:	HR Administrator
Reporting to:	HR Advisor
Responsible for:	N/A

SCOPE

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

RESPONSIBILITIES FOR ALL EMPLOYEES

- To embrace and lead by example on the Company's key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
- To undertake all duties and fully comply with all of the Company's general standards and those relating to the specific requirements of the role.
- To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
- To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
- To interact positively with customers adopting a friendly and professional approach at all times.
- To support the Company's commitment to providing a safe environment for children, young people and vulnerable adults, ensuring awareness of the Company's Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
- To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
- To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

Pride

Passion

Performance



OVERALL PURPOSE AND OBJECTIVE OF THE ROLE

- To provide high quality and highly confidential, proactive and comprehensive administrative support to within the HR Team.
- To develop effective working relationships with managers and staff to provide support and guidance on HR matters.

This position falls within a shared-services working arrangement agreed between the respective Boards of Directors / Trustees of CV Life; Culture Coventry Trust; Coventry Sports Foundation; and the associated group Companies / Trusts, which allows for the sharing of posts and associated services where appropriate and of benefit to the work of the organisations and their respective objectives.

MAIN DUTIES OF THE ROLE

- To administer the starter and leaver processes including all documentation and induction processes, including Right to Work in the UK checks, DBS checks and references etc
- To provide support with recruitment processes including: managing candidate correspondence, obtaining references, arranging interview in liaison with Line Managers and acting as point of contact for candidates during the selection process.
- Maintain and update electronic and hard copy personnel record systems containing all employment related information including absence, annual leave, starters and leavers, benefits and equality and diversity.
- Manage training administration to include: sourcing and liaising with suitable training providers, booking rooms, co-ordinating with attendees, and updating training records.
- Prepare the monthly payroll adjustments each month to include sickness absence reporting to the payroll provider.
- Provide pension administration support and input monthly pension contributions.
- To prepare all letters and contracts for any changes to employee terms and conditions e.g. flexible working etc. and ensure associated payroll processes are completed.
- To handle maternity, paternity, shared parental leave administration processed and ensure associated payroll processed are completed.
- Maintain the employee and casual worker register and support the implementation of any HR or payroll systems.
- Handle initial internal and external HR enquiries, signposting onward as appropriate.
- To provide note taking support at formal HR and other meetings as required.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

Date Created: 16 July 2021

Date Reviewed:



PERSON SPECIFICATION

Essential Personal Attributes

- Well-developed interpersonal skills to be a team player and an approachable manner
- The ability to be proactive and can work on their own initiative
- Strong administration skills with a keen attention to detail
- Exceptional organisation skills with the ability to manage changing priorities in a busy environment
- Good listening skills

Essential Knowledge and Experience

- Demonstrable professional integrity and credibility, with a clear understanding of the importance of working appropriately with confidential and sensitive information.
- Sound administration experience
- Strong IT skills and proficiency in Microsoft Office applications.
- Knowledge of the Data Protection Act to ensure compliance and appropriate confidentiality of information.
- Experience of taking and writing minutes, summarising discussions and writing reports.
- Numerical skills, e.g. for calculating holiday entitlement and dealing with pay queries etc.

Essential Special Skills

- Ability to travel between sites during the working day.