**JOB DESCRIPTION**

**Job Title:** HR Administrator

**Reporting to:** Interim Head of People & Culture

**Location:** National Football Stadium, Belfast

**Hours of work:** 16hrs per week (9am – 5pm between Monday – Friday)

**Duration:** Placement

**KEY PURPOSE OF THE JOB:**

Maintaining an accurate and efficient HR database with employee information and necessary documentation, including administering new starters, changes, and leavers on the system. Dealing with day-to-day HR queries and advising in line with the current policies and procedures.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Administer the end-to-end recruitment and onboarding process including all recruitment preparation, all associated administration from pre-employment checks through to job offer, issuing of contracts and induction.
2. Administer all required documentation for the employee life cycle. Responsible for the new starter and leaver process; issue inductions and the completion of exit interviews; ensuring all documents in relation to all changes to employment terms and conditions are tracked and returned throughout the employee life cycle.
3. Update and maintain the HRM database (HARK) with accurate and timely data on job applicants and employees using the GetGot Recruitment Platform.
4. Ensure compliance with statutory equality reporting requirements. This includes the collation of monitoring information, issuing disclosure documents, and applying the residuary method to make a determination when required.
5. Assist with annual equal opportunities monitoring return and assist with the preparation of the Article 55 Review.
6. Lead on employee engagement, organise meetings, take minutes and lead on organising events
7. Assist and support employees and managers in the use of the online absence management system (HARK) and resolve any issues in relation to the use of the system. Responsible for reporting technical issues and liaising with the offsite support team where issues cannot be resolved internally.
8. Processing and filing confidential and sensitive information: including updating and maintaining all employee files; the provision of management information; completion of factual references and other employment requests in compliance with GDPR.
9. Always comply with and actively support all company policies, procedures, processes and working practices, as well as relevant codes of practice, in relation to equality/good relations, harassment, data protection, health and safety and eligibility to work (Home Office Guidelines).
10. Proactively participate in all in-service training courses, training and development opportunities, staff performance appraisals and reviews as required.
11. Any other duties as may be reasonably requested from time to time.

**Note: In the interests of the efficient management of the Department, the duties described in the above job description will be reviewed periodically and may be subject to modification or amendment after consultation with the postholder.**