

JOB DESCRIPTION

Job Title:	People Administrator
Company:	ClwydAlyn Housing Limited
Department:	People, Marketing & Communications
Responsible to:	People Operations Manager
Date:	June 2020

1. Purpose of the Post

- 1.1 To provide a highly competent, effective and confidential administrative service to the People, Organisational Development and Wellbeing functions.
- 1.2 To provide a professional, responsive and high-quality service to customers.

2. Key tasks

- 2.1 Ensure the timely production of correspondence as directed by members of the team, which includes offers of employment, contractual changes, maternity and paternity confirmation letters and training agreements.
- 2.2 Monitoring the HRHelp mailbox, providing responses to straightforward queries and escalating cases to the relevant team member where necessary.
- 2.3 Monitor the recruitment mailbox, respond to all emails, ensure all applications are collated and sent to managers for shortlisting. Keep the recruitment tracker updated.
- 2.4 Monitor the Learning & Development mailbox, responding to any straightforward emails and escalating to the relevant team member where necessary.
- 2.5 Distribute offer of employment correspondence to successful candidates, prepare and chase up all pre-employment checks, ensuring the recruiting manager and People Advisor are regularly updated on

progress. Upon confirmation of start date, write to the new employee to confirm and input new starter details on the HR system.

- 2.6 To provide all members of staff including new recruits with Name/ID Badges and update the Badge Database on a monthly basis. Also provide new Board Members with name badges as and when identified.
- 2.7 Support meetings by ensuring dates are diarised annually, circulating the agenda, taking minutes, circulating and following up actions.
- 2.8 Support the Wellbeing function by ensuring all arrangements relating to the calendar of annual wellbeing events are made in a timely manner, and the effective communication of these dates.
- 2.9 Responsible for arranging and publicising the annual flu vaccination programme. Monitor uptake and report back as required.
- 2.10 Responsible for the Hep B arrangements and regular communication of it within the business. Monitor uptake and report back as required.
- 2.11 Administer eye care vouchers for staff when requested, processing payments for glasses when required.
- 2.12 Liaise with the Payroll team to ensure any changes relating to pay are processed correctly.
- 2.13 To maintain and update the Group's Intranet with L&D related documents, as agreed with the L&D Business Partner.
- 2.14 To support the L&D Business Partner with administering Learning and Development by sending outlook invites to training attendees, setting up training events, updating attendance lists and uploading L&D information on individual records within iLearn.
- 2.15 Ensure all training certificates are input on staff records.
- 2.16 Monitor and chase training evaluation forms, reporting to the L&D Business Partner where documentation is missing.
- 2.17 To maintain, in a timely and accurate manner, information systems used within the People Team, contributing towards their ongoing enhancement & development.
- 2.18 Ensure effective filing and recording systems are in place, and that centralised records are kept up to date.

2.19 To record accurate messages and receive correspondence.