Role profile

Job title Human Resources Administrator

Role family Management responsibility:

Human Resources Does this role have management responsibility for others? No

Team contributor

Overall purpose of role

To provide administration support to the HR team and acting as a point of contact within the HR team, providing face-to-face service as well as telephone support to employees on a broad range of issues and referring to the relevant HR team members where necessary.

Main responsibilities of role

- Support the HR Director with diary management and correspondence, when required.
- Supporting HR & Systems Advisor with general systems administration. (e.g. testing upgrades)
- Preparation of offer and change of contract letters, including third party notifications.
- Arranging interviews when required.
- Posting vacancies on ICAEW’s intranet and organising for same to be advertised on ICAEW.com and ICAEWjobs, as required.
- Electronic filing of documents using Sharepoint – ensuring system is up to date following monthly payroll processing and for ad hoc filing.
- Administration of the probationary process, (including policy checks), taking up and chasing references and promotion processes as required, for all employees.
- Note taking at meetings when required.
- General HR administration including:
  - Logging exit and entry interviews for monthly report to MSO.
  - Ordering flowers when required
  - Issuing eye care vouchers and logging details on HR system;
  - Maintaining stationery supplies for the HR team ensuring adequate stock levels; and room booking enquiries.
  - Organising for induction packs to be made up
  - Preparation of tenancy references, visa and ex employee references
  - Long service awards
  - Meet with CEO preparation.
- Working with the HR Executive with the processing of group nominations for the staff recognition scheme.
- Ad hoc projects as and when required.

Specific duties will vary from time to time in line with the business needs.
ICAEW values – all staff are expected to work to these values

The 3 i’s – Initiative Insight and Integrity

The 3 i’s are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

- Previous experience of HR administration and a real desire to work in HR
- Demonstrable experience of using systems
- Good oral and written communication skills
- Previous experience of note taking, or a willingness to learn
- Advanced experience of Word / Excel /database skills (preferably Sharepoint)
- Excellent organisational skills with the ability to prioritise workload accordingly
- Flexible and collaborative attitude with the ability to work under pressure to meet deadlines when required
- Awareness of data protection and handling of confidential and sensitive information
- Excellent attention to detail
- Used to both face to face and digital approach when dealing with internal and external contacts.