



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		
<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">○ 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. <p>Specific duties will vary from time to time in line with the business needs.</p>		

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.