

JOB DESCRIPTION

**YMDDIRIEDOLAETH
GOFALWYR**

Croesffyrdd
Gorllewin Cymru

**CARERS
TRUST**

Crossroads
West Wales

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|------------------------|--|
| TITLE: | Administration Support - Human Resources |
| SALARY: | £18,065 pro rota per annum |
| CONTRACT TYPE: | Fixed-term until March 31 st 2022 |
| PENSION: | 5% |
| ANNUAL LEAVE: | 20 days per annum plus 8 bank holidays (pro rata) depending on experience. |
| DBS: | Not applicable |
| HOURS: | 30 hours per week |
| LOCATION: | Carers Trust Crossroads West Wales Office, Llanelli |
| EMPLOYED BY: | Carers Trust Crossroads West Wales |
| RESPONSIBLE TO: | Service Development Manager |

OVERALL AIMS OF THE POST:

To provide HR administrative support, and a variety of administrative and clerical tasks, to the managers and employees of Carers Trust Crossroads West Wales.

AREAS OF RESPONSIBILITY

1. To assist the organisation with the recruitment of new employees
2. To prepare and amend HR documents where necessary i.e. contracts of employment, recruitment material, adverts
3. To initiate the recruitment process as and when instructed by management
4. To provide administrative support during recruitment i.e. organise and schedule interviews, job offer letters
5. Write and distribute email, correspondence memos, letters, faxes and forms
6. Dealing with incoming and outgoing post

7. Undertake the relevant checks required for post holders e.g. reference requests, DBS
8. To create, organise and maintain personnel files
9. To create and update personnel information on our database to include personal information and checks to ensure information is up to date
10. Assist in the preparation of reports and presentations for internal communications.

HEALTH AND SAFETY

- To implement, operate and maintain safe systems of work in accordance with Carers Trust policies, procedures and guidance, training and associated risk assessments.
- To report to your manager any issues of concern relating to significant foreseeable risks, incidents (including near misses) and / or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities).

GENERAL

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying attention to the reporting of dangerous situations.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied at all times.
- To comply with the Code of Conduct.
- To undertake any other duties that may be considered commensurate with the level of the post and that are set out in the care plan.

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job the organisation reserves the right to revise the job or to require that other or different tasks be performed as assigned. Team members are encouraged and supported to see their work in terms of goals and desired outcomes and not just performing the prescribed tasks. The job description is a broad description of the duties the post holder will be expected to perform with some examples given. The exact duties to be carried out are not limited to those examples.

PERSON SPECIFICATION

| Essential | Desirable |
|---|------------------------------------|
| <p>Knowledge and Experience</p> <p>Experience of providing administrative support in an office environment and dealing with people face to face.</p> | <p>Experience of working in HR</p> |
| <p>Qualifications</p> <p>GCSE, or equivalent, in English and Maths Grade C or above</p> | |
| <p>Skills and abilities</p> <p>Able to develop good working relationships with employees while maintaining appropriate personal boundaries.</p> <p>Able to work independently and take initiative while working within Carers Trust policies, procedures, guidance.</p> <p>PC literacy and experience with MS Office applications</p> <p>Excellent time management skills and the ability to prioritise work</p> <p>Attention to detail and problem-solving skills</p> <p>Excellent written and verbal communication skills</p> <p>Strong organizational skills with the ability to multi-task</p> | |
| <p>Knowledge</p> <p>Understanding of the importance of confidentiality</p> | |
| <p>Other</p> <p>To be approachable</p> <p>Applicants must be willing to undergo screening appropriate to the post, including checks with past employers.</p> | |

