

VALLEY HOUSE

HR & ADMINISTRATION OFFICER

JOB DESCRIPTION

Job Title:	HR & Administration Officer
Responsible to:	Director of Finance & Resources
Responsible for:	Administration/Reception Team
Conditions of Service:	40 hours 25 days annual leave per annum Public holidays Plus pension contribution to Valley House stakeholder pension scheme
Salary:	
Location:	Bell Green

Main Purpose of Job:

- To ensure effective HR processes are in place, are legally compliant and follow good practice guidelines
- To act as the organisational point of contact for all staff and volunteers in relation to all HR matters
- To manage the Administration/Reception team

Key Tasks and Responsibilities:

- To lead on the recruitment process for all paid and volunteer posts
- To lead on the initial induction process for all new starters
- To lead on the exit process for all leavers
- To maintain all relevant pay information and liaise with the Finance Officer on a monthly basis to ensure correct payments to staff
- To maintain all leave information (including annual leave and sickness) and to produce reports as and when requested
- To ensure all Valley House HR systems are updated regularly
- To provide a high standard of advice and guidance to staff on HR matters, utilising Valley House external HR consultants as needed
- Support the Director of Finance & Resources on the review of all policies and procedures in relation to HR
- To be responsible for the petty cash allocated to the resources team
- To oversee the weekly stationery and food orders
- To line manage the Administration/Reception team, ensuring they meet the high standards expected within their role
- To oversee governance support offered to the Board by the team
- To oversee basic IT training for staff as needed (specifically Outlook, Word and PowerPoint)

- To oversee the timely review of all policies and procedures, in conjunction with the Director of Operations, through the policy tracker.

Corporate Responsibilities:

- Adhere to all Valley House policies
- Ensure the effective implementation of Valley House Equality and Diversity policies
- Ensure the service user is at the heart of all service delivery and development
- Attend all meetings and training relevant to your role
- Act as an ambassador for Valley House
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member

- 1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail**
- 2. Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform and these will be taken into account when the post is reviewed.**
- 3. Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
- 4. Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
- 5. All posts at Valley House are subject to continued funding.**
- 6. This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

PERSON SPECIFICATION

QUALIFICATIONS
Relevant Business Admin Qualification
Relevant Human Resources Qualification - Certificate in Personnel Practice (CPP) or HNC/HND equivalent
KNOWLEDGE AND EXPERIENCE
Knowledge of recruitment processes
Knowledge and understanding of all aspects of confidentiality and data protection within a HR setting
Knowledge and experience of producing HR policies
Experience of supervising admin staff
Experience of using database systems and basic office equipment
Experience of Microsoft Office
Experience of financial systems including payroll and sickness pay
Experience of drafting and preparing reports
SKILLS AND ABILITIES
Excellent communication skills, verbal and written
Excellent organisational skills
Ability to plan, prioritise and organise own workload and that of other admin staff

Name:

(Block Capitals)

Signature:

Dated:

