



Job Description	
Job Title	HR Administrator
Hours of Work	Hours to be agreed, to be a minimum of 24 hours per week. You may also be required to work additional hours to cover holiday, sickness and other hours at busy times to suit business requirements
Location	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
Responsible to	Commercial Director
Responsible for	Delivering the full range of administration to support HR processes to both new and existing staff within the Club, working closely with the Commercial Director
Contractual Status	Permanent – on a part time basis
Duties and responsibilities	<ul style="list-style-type: none"> • Responsibility for preparing and delivering administrative HR duties within the Club, to include supporting and guiding both new and existing staff and to act as point of contact for all HR related queries • Preparation and creation of all HR administration starter/leaver documentation including job vacancy adverts, interview forms, job offers, and job descriptions. Preparing inductions, contracts and keeping staff records up to date. • Ensure starter and leaver documentation and information is relayed to the payroll department on a timely basis for the purpose of salary payments and pension scheme • Processing admin documents for grievance and disciplinary meetings using company policy and producing minutes as and when required • Supporting and guiding staff, reminding them of their duties and responsibilities • Responsible for full administration within the HR department, together with keeping records and databases up to date • Updating the HR Employee Handbook and keeping a database of HR policies with new and amended updates. • Support other department staff for the purpose of meeting departmental goals and objectives and acting as a mentor using own initiative, leading by example. Ensure effective communication within the staff team and across the Club whilst actively offering support and guidance as necessary.





	<ul style="list-style-type: none"> Any complaints or grievances are processed efficiently in conjunction with line management. Support line managers to assess and arrange training and development as necessary for all employees. Preparation and recording of appraisal documentation for all staff Organise comprehensive safety training for all staff to make sure they are aware and familiar with all the Clubs policies and procedures Update regularly and maintain HR database within Single Central Record to keep full records containing staff information <p>This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of the role and will be amended in the light of changing needs of the organisation.</p> <p>All employees may be required to undertake any other duties as may be reasonably requested</p> <p><u>Equality Code of Practice</u> - Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook</p>	
<p>QUALIFICATIONS & REQUIREMENTS</p>	<p>A good general level of education with a minimum English and Maths GCSE</p> <p>A minimum of 2 years' experience working within an HR environment</p> <p>First class organisational and administrative skills, office management, and the ability to anticipate and prioritise the diverse workload</p> <p>Excellent communication skills and the ability to maintain complete confidentiality and sensitivity at all times</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>EXPERIENCE</p>	<p>An understanding of the principles of managing information, together with developing, reviewing and implementing written policies and procedures</p> <p>Experience of working to deadlines, in a fast-paced dynamic environment</p> <p>Knowledge of Employment Law, Data Protection, Equality and Diversity</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>

