

MCM.

DOCUMENT

Job Description

JOB TITLE

HR Administrator

REPORTING TO

Head of Business Support

OVERVIEW

We are looking for an efficient and pro-active HR Administrator with strong administration skills and a good understanding of employment law to support our growing team.

The core activities outlined below represent an overview of the position of an HR Administrator and should not be seen as a prescriptive list of activities. The level of additional activities will vary depending on the demands of the core role. A flexible responsive approach is vital, together with initiative in identifying and focusing on what needs to be done to contribute to the achievement of business objectives.

AIM OF THE ROLE

The HR Administrator's role is to support MCM in delivering a proactive HR service to the team by supporting the training programme and HR administration. In addition this role will support business initiatives where appropriate.

CORE ACTIVITIES

HR Administration

- Issue HR paperwork - offer letters, contracts, new starter admin, maternity, salary and bonus letters etc
- Recording absence, ensuring teams are aware of absence and tracking return dates
- Monitoring overtime and flagging up any issues with the Head of Business Support
- Monitoring holiday bookings and keeping track to ensure everyone takes holiday in the given holiday year
- Recording business trips

Training Administration

- Maintain training records
- Organise training events - venues, delegates
- Conduct training evaluation making recommendations for changes, improvement to training provided
- Support managers in training needs analysis
- Set up the induction programme for new starters

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Recruitment

- Liaise with the agencies to ensure CVs are received and responded to efficiently
- Monitor MCM Recruitment mailbox and filter CVs for review
- Work with senior team to chase up CVs and arrange interviews where required
- Ensure relevant paperwork is completed e.g. job descriptions, interview feedback form
- Manage the resourcing for TUS

Review Process

- Diarise yearly and 6 monthly interim reviews and manage any changes
- Prepare and issue paperwork and chase up after reviews are completed
- Collate training requests

VALUES

One Team - All Strong, All Different, All Supportive – The Same Goal

- Encourage freedom of individual expression
- Work together to achieve team goals
- We are accountable for our individual responsibilities first
- Put special effort into supporting each other to maximize potential
- Identify problems and resolve conflicts within the team
- Employ the power of positive peer relationships

Passionate and Inspiring – Delivering with Compelling Enthusiasm and Creativity

- Don't just say, do: lead by example
- Demonstrate lateral thinking to solve challenges
- Experiment and be prepared to fail; we will support you
- Objectively listen to other people's point of view; challenge and suggest something different
- Debate and explore potential
- Discuss ideas and share what excites us

Honesty & Integrity – Doing What's Right, Not What's Easy

- Openness in all our dealings
- We do what we say and when we say we'll do it
- We treat all fairly
- We listen carefully to understand and address the real needs of our clients within the framework of the contract
- We do not shy away from commercial discussions with clients when needed

Pushing the Boundaries – An Entrepreneurial Spirit

- 'Can do' attitude
- Be adventurous and learn from mistakes
- Be passionate and inquisitive about what you do
- Challenge what's possible and be optimistic about the possible
- Empowered to challenge one and all
- Stretch ourselves in the pursuit of excellence

Nurturing - Releasing the Potential of Our People

- Give honest and constructive feedback
- Support each other to achieve aspirational goals
- Recognise when colleagues are under pressure and offer support
- Actively encourage each other to push the boundaries
- Listen, hear and understand