

## Job Description

**Job Title:** People & Culture Administrator

**Responsible to:** People Partner

### Job Purpose:

To support the People & Culture team to provide a seamless and efficient service to all of its customers both internal & external. The People & Culture Administrator will lead on the processing and maintenance of employee related data, ensuring accuracy and relevance and efficiency for the department.

### Main Duties:

- > To provide administrative support to the People & Culture Team that ensures efficiency and that we are making the most of technology.
- > To produce employment offers and contracts to new colleagues joining the organisation.
- > To take notes at employee relations meetings if required.
- > To manage, field and answer general queries and emails on the HR Inbox and escalate if needed.
- > Manage and maintain the full employee database, ensuring records are accurate and up to date regularly.
- > To support the Payroll Manager with admin tasks such as communication re: absence pay, setting up new starters
- > Manage the production and accuracy of all organisational structure charts, updating and publishing monthly to ensure they remain relevant
- > To look at how we can improve our administration processes to streamline and them and make them less paper based.
- > To support the Administration team with the onboarding of volunteers.
- > To ensure that DBS checks are updated and renewed as per policy.
- > Support new applicants through their onboarding journey e.g., processing references, OH clearance and DBS checks, liaising with managers for start dates etc
- > To support in co-ordinating interviews and recruitment activities.
- > To ensure all professional registrations are checked and kept up to date.
- > To support the People & Culture team by responding to information requests and pulling information from the People Database
- > To work together to ensure the People & Culture Team has an open and supportive culture.
- > To collaborate across the organisation to contribute to projects and improvement initiatives.
- > To work collaboratively to ensure meaningful and accurate people information can be provided.



**Other Duties:**

- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
- > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support.
- > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
- > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- > To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
- > To carry out any other reasonable duty as requested by your line manager

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



## Person Specification: People & Culture Administrator

	Essential	Desirable
<b>Qualifications</b>	> Good general education	> NVQ Business Admin or equivalent
<b>Experience</b>	> Strong admin experience in a busy environment	> Experience within an HR environment > Experience in a customer facing role
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>&gt; Ability to identify and implement improvements</li> <li>&gt; Effective relationship building across all areas of Acorns</li> <li>&gt; Ability to multitask</li> <li>&gt; Strong Customer Service Focus</li> <li>&gt; Excellent time management skills &amp; ability prioritise</li> <li>&gt; Digitally literate – Microsoft Office &amp; HR systems</li> <li>&gt; Excellent communication skills both verbal and written</li> </ul>	
<b>Other</b>	> Commitment to professional development and growth	> Ability to travel between sites
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Open to change and continuous improvement</li> <li>&gt; Ability to remain calm under pressure</li> <li>&gt; Commitment to the People strategy &amp; its success</li> </ul>	

## Terms and Conditions of Employment



<b>Job Title:</b>	People & Culture Administrator 10-month fixed term contract
<b>Responsible To:</b>	People Partner
<b>Location:</b>	Drakes Court Alcester Road Wythall Birmingham B47 6JR
	With some remote working
<b>Salary:</b>	£23,400 per annum
<b>Notice:</b>	4 week
<b>Hours:</b>	37 hours per week
<b>Holidays:</b>	31 days (229.5 hours) including public holidays, rising to days (259 hours) after 3 years' service
<b>Pension:</b>	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in NHS Pension Scheme). Organisation will contribute 7.5% to pension.
<b>Life Assurance:</b>	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.

