

BIRMINGHAM ROYAL BALLET

JOB DESCRIPTION

HR ADMINISTRATOR(S)

Cover 40 hours per week – Monday to Friday

Up to £31000.00 for experienced HR administrators

Job share welcomed and considered, working either morning or afternoon over 5 days, salary pro rata.

Key responsibilities

- Employee onboarding administration including generating offer letters and contracts, preparation and processing starter packs, processing employee background checks, reference checks and ensuring all employee data is entered on the HRIS accurately
- Manage and direct all daily HR enquiries, supporting with policy responses with support from HR Manager
- Creating, updating and maintaining accurate personnel records using our HR system (currently cascade); in line with information security policy and data retention policy
- Creating letters to employees and ensuring signed receipt where necessary
- Attending formal HR meetings with Line Managers where required including minute taking and advising on HR policy
- Employment and right-to-work background checks
- Processing leavers and updating relevant systems, carrying out exit interviews and analysing data for reports
- Maintain and protect highly confidential information including salary details for all employees
- Administer on all matters in relation to maternity, paternity and adoption
- Execute timely communication and paperwork to the payroll team
- Action logistics for staff company meetings

Person Specification

- HR administrative experience (*essential*)
- Aptitude to maintain confidentiality at all times (*essential*)
- Self-motivated, with the ability to work with the minimum of supervision and take initiative where appropriate (*essential*)
- A good track record of managing multiple tasks efficiently, working to tight deadlines and working well under pressure (*essential*)
- Good knowledge of Microsoft Office 365, particularly Excel (*essential*)
- An aptitude for working with a diverse range of people respectfully and diplomatically both in and outside of the organisation (*essential*)
- Professional approach with commitment to delivering the highest standard of work and equally encouraging high standards of work from others (*essential*)
- Excellent communicator both verbally and in writing (*essential*)
- Knowledge and experience of Cascade HR system (*desirable*)
- Sense of humour

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Benefits

25 days holiday FTE plus bank holidays
Additional 5 days holiday typically at Christmas
Company Pension
Life Cover (after probation) 3x salary
Employee Assistance Programme

This job description reflects the current situation. It does not preclude change or development that might be required in the future