

**JOB TITLE: HR Administrator**

**DEPARTMENT/ HR**

**BUSINESS:**

**REPORTS TO: HR Manager**

**SUPERVISES: None**

**SALARY: £15,000**

**HOURS OF WORK: 40**

*Devonshire Hotels & Restaurants are owned by the Duke and Duchess of Devonshire and are committed to providing quality products and services to employees and guests alike.*

*We recognise the importance of finding the right person for each job – people with passion for the industry and who have the desire to progress while focusing on creating a very unique experience for our guests.*

**PURPOSE OF THE JOB:** To provide an efficient and proactive HR administration system. To support the HR Manager and, after training, deputise on occasion.

**MAIN DUTIES:**

- To ensure accurate and timely starter documentation is issued and returned. Including contracts, job descriptions, starter forms, P.45s/P60s, identity check documentation and CRB checks when appropriate.
- To take responsibility for the efficient administration of recruitment including: updating advertisements, updating internal jobs vacancies, receiving and responding to applicants and liaising with external organisations.
- Management of uniform supply
- Management of staff accommodation and calculation of accommodation payments using excel.
- Some input on to Payroll including calculating holiday entitlement and entering on the personnel database.
- Taking responsibility for HR stationary

**Additional duties after training**

- Calculate sick pay, maternity pay, paternity pay etc.
- Assist with payroll calculations and information
- Assist the HR manager with any disciplinaries and grievances
- Assist with front line interviews
- Deputise for the HR manager when appropriate

**This list of duties is not exhaustive and additional duties may be required within reason for the better fulfilment of the role and the needs of the business.**

## **GENERAL RESPONSIBILITIES**

- To complete all Health & Safety and Job Skills training as required.
- To work in accordance with company Health & Safety guidelines especially in relation to Hazard and Accident
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To provide a healthy and comfortable working environment, smoking is prohibited throughout the Hotel.

## **PERSON SPECIFICATION AND ABILITIES**

1. Must be an efficient organiser, able to use own initiative, providing an efficient administrative support for the HR Manager.
2. Must have a sound working knowledge of Excel.
3. Must have good word processing skills and understanding of grammar and letter writing.
4. Must be able and willing to increase knowledge in HR related areas.
5. Must be a good people person and team worker
6. A sense of humour is essential
7. Previous experience in an admin role is required
8. Previous experience within an HR environment would be an advantage
9. Studying towards a CIPD qualification would be an advantage