

NATIONAL YOUTH ADVOCACY SERVICE

JOB DESCRIPTION

HR Administrative Officer – Maternity Cover

Purpose of Job:	To provide efficient clerical and administrative support to the HR Advisor
Accountable to:	HR Advisor
Location of post:	NYAS HQ.
Working Hours:	35 hours per week. Normal office hours are 9.00 a.m. to 5.00 p.m. Monday to Friday.
Leave entitlement:	There will be holiday entitlement of 26 days leave per annum. After 5 years continuous service this increases to 31 days leave per annum and after 10 years continuous service this rises to 36 days per annum.
Salary:	£13,008 - £14,820 per annum, dependant upon experience.

NYAS is an equal opportunities employer.

Key tasks

- Support to HR Advisor and Senior Management Team;
- Administration of recruitment systems and databases and preparing appointment letters as required
- Assisting HR Advisor with Recruitment of staff – overseeing whole process inc: advertising the vacancy, liaising with agencies and setting up interviews
- Maintaining sickness, holiday and training records
- File and log all incoming and outgoing HR correspondence, as required inc recording changes on HR databases;
- Photocopy and distribute documents as required;
- Answer, record and follow up telephone calls;
- Deputise for HR/ Admin office staff, as required;
- Arrange room bookings, travel arrangements

Core skills

Good, accurate typing/word processing skills are essential, as is a good telephone manner. The jobholder must be able to work as a team with other NYAS staff and work on his/her own initiative and be able to undertake routine tasks without

supervision. The jobholder may be required to work in a department other than that to which he/she is initially allocated.

Additional Duties

- Receive and host visitors, providing hospitality as required;
- To liaise with outside agencies, professionals and clients, as and when appropriate;
- Other general duties as required.

Attributes

- Effective organisational skills;
- To maintain confidentiality at all times and ensure respect for, proper observance of, and adherence to, NYAS' confidentiality policy;
- To have an interest in, and a commitment to, the work of NYAS;
- To be committed to anti-discriminatory practice;

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PERSON SPECIFICATION

HR Administrative Officer

1. Essential qualifications and experience

- 1.1 To have achieved a good level of general education
- 1.2 Proficient in Microsoft Office 2000, Excel and Powerpoint
- 1.3 Have proficient, speedy and accurate keyboard skills
- 1.4 Minimum of three years experience of office systems
- 1.5 Substantial experience of general filing and administrative systems
- 1.6 An ability to understand written material and communicate effectively in writing
- 1.7 Experience of working effectively as part of a team
- 1.8 An ability to understand and communicate with people individually and in groups
- 1.9 Ability to maintain confidentiality
- 1.10 Ability to work on own initiative and be able to undertake routine tasks without supervision.

2. Abilities and Aptitudes

- 2.1 Ability to communicate effectively with potential commissioning bodies, both orally and in writing
- 2.2 Ability to assess and summarise accurately and concisely
- 2.3 Ability to develop a sensitive but “problem solving” approach to management
- 2.4 An assertive, persuasive approach in negotiation of issues
- 2.5 Ability to negotiate and work with team members effectively.
- 2.6 Ability to write in a clear and succinct manner and keep accurate records of work as required.
- 2.7 Ability to manage workload to set deadlines.

All posts are subject to receipt of satisfactory references and a satisfactory CRB enhanced Disclosure check.