



Air Ambulance

Kent Surrey Sussex



JOB DESCRIPTION

JOB TITLE:	HR ADMINISTRATOR
REPORTS TO:	HR MANAGER
DEPARTMENT:	FINANCE AND SUPPORT

JOB REQUIREMENTS

To support the development and implementation of HR practices, processes and functions within the Charity by providing a proactive level of HR administration to support business requirements, and be a first point of call for all payroll, HR administration and pension queries from our 45 directly employed staff and additional medical workers.

Working with the HR Manager the post-holder will be required to upkeep the Charity's HR Management System, which contains the HR records of staff, workers, and the personal details of 200 volunteers. The Post-holder will also be responsible for constantly reviewing and improving administrative processes to enhance the output of the HR team.

The post-holder should have previous experience of working in HR, using HR Management Systems to support their work, and should have a good working knowledge of statutory employment legislation. The post-holder should be a proactive individual who shares the values of the Charity and has commitments to their own personal development. An excellent attention to detail and written communication skills are essential to operate within a team environment, dealing with a range of stakeholder which will include Trustees, Charity Staff, Doctors, Paramedics, Suppliers and Fundraisers.

DUTIES TO INCLUDE:

- Undertaking all necessary changes to the HR Management System and process all payments and associated activities to ensure an accurate and correct payroll run can be completed each month;
- Maintain, create and update all employee records when necessary;
- Undertake administrative activities linked to the employee life cycle from new starters, promotions, colleague changes and leavers.

- Support the induction of new employees into the Charity and make sure that all payroll and employment documentation is collected;
- Review and maintain leave and absence records across the whole of the Charity, providing both the HR Manager and Senior Leadership Team with reports and information when requested;
- Support both managers with the appraisal process and ensure that performance management is recorded and reviewed regularly and within set deadlines;
- Be responsible for the booking and evaluation of training and making sure all training undertaken by staff is recorded accurately;

OTHER GENERAL DUTIES

1. When at the Trust HQ in Rochester or at the Redhill base, to receive visitors and assist them in the appropriate manner, liaising as necessary with other officers in the Trust team.
2. When working at the Trust's premises to observe and adhere to office procedures.
3. To respect confidentiality of all information obtained whilst working for KSSAAT.
4. To contribute to the functioning and morale of the team, whilst conducting yourself in a professional and efficient manner.

CONDITIONS OF SERVICE

HOURS OF WORK: 37 hours per week

Monday to Thursday 9am – 5pm (less 30 minute unpaid lunch break)
Friday 9am – 4:30pm (less 30 minute unpaid lunch break)

ANNUAL LEAVE: 25 working days excluding bank holidays

BASE: Rochester City Airport,
Maidstone Road,
Rochester,
Kent,
ME5 9SD

The role will require the post-holder to work at the Charity's Operational base at Redhill on instruction from the HR Manager.

Attributes	Criteria	Essential	Desirable
Specific Knowledge & Experience	<ul style="list-style-type: none"> • Experience of providing excellent customer service to a portfolio of customers, donors, stakeholders or corporates 	X	
	<ul style="list-style-type: none"> • Knowledge of statutory employment legislation 	X	
	<ul style="list-style-type: none"> • Experience of working within a Charity Environment 		X
	<ul style="list-style-type: none"> • Experience of using all functions of a HR Management System in particular CIPHR 		X
Skills & Abilities	<ul style="list-style-type: none"> • Excellent organizational and time-management skills 	X	
	<ul style="list-style-type: none"> • Can demonstrate excellent written and verbal communication skills 	X	
	<ul style="list-style-type: none"> • High level of accuracy and attention to detail 	X	
	<ul style="list-style-type: none"> • Ability to priorities own workload and complete tasks 	X	
	<ul style="list-style-type: none"> • Accurate record keeping and database inputting. 	X	
	<ul style="list-style-type: none"> • Strong IT and numerical skills, particularly in MS Office, but also able to demonstrate an ability to understand and utilise other systems. 	X	
	<ul style="list-style-type: none"> • Ability to maintain confidentiality and act with discretion and diplomacy 	X	
	<ul style="list-style-type: none"> • Ability to understand and embrace a company's values 	X	
Education & Training	<ul style="list-style-type: none"> • Educated to GCSE level standard or equivalent 	X	
	<ul style="list-style-type: none"> • Qualified to or aspiring towards a CIPD Level 3 qualification 	X	
Other Requirements	<ul style="list-style-type: none"> • Ambition, and Drive to continuously and develop HR processes to the benefits of the Charity. 	X	
	<ul style="list-style-type: none"> • Adopts a professional manner when representing the Charity with current and potential corporate clients 	X	
	<ul style="list-style-type: none"> • Full Car Driving Licence 	X	