**Job Description: HR Administrator**

**Job role:**

The post holder will support the Head of Operations to deliver a human resource function that supports DCA’s overall strategic aims and objectives.

The HR Administrator is an integral part of DCA’s Operations team and will provide guidance and support to managers and staff across the full range of HR work. In addition, the post holder will collate, prepare and submit monthly payroll data and undertake a range of associated administrative tasks.

**Reporting relationships:**

- Reports to Head of Operations
- Part of the DCA Operations team

**Also works with:**

- DCA Teams
- DCA Employees
- Dundee City Council Finance and IT Departments
- External stakeholders, eg Disclosure Scotland

**Key Responsibilities:**

1. Provide support and guidance to managers and staff across the full range of HR work and contribute to the successful delivery of DCA’s Human Resource function through supporting and reflecting the organisation’s core values, aims and objectives.

2. Collate, prepare and submit accurate and timely monthly payroll and pension data to DCA’s payroll provider.

3. Deliver effective HR administrative support.

4. Contribute to the continuing development of DCA.
Key Tasks:

1. Provide support and guidance to managers and staff across the full range of HR work and contribute to the successful delivery of DCA’s Human Resource function through supporting and reflecting the organisation’s core values, aims and objectives.
   
a. Provide routine advice on DCA’s policies and procedures to staff and managers.

b. Coordinate recruitment campaigns which will include arranging job adverts; participating in selection process as appropriate; processing reference requests; preparing offer letters and employment contracts; notifying unsuccessful candidates and managing DCA recruitment email account.

c. Ensure an up-to-date and complete bank of job descriptions and person specifications are maintained.

d. Coordinate Disclosure Scotland’s PVG membership scheme on behalf of DCA.

e. Organise resources for new employees that will include IT and email access and uniforms as appropriate.

f. Coordinate and participate in the induction of new DCA staff.

g. Be responsible for allocating user access to DCA Extranet and e-learning system.

h. Be responsible for all associated paperwork and administration in relation to DCA’s attendance policy which will include tracking and monitoring sickness absence; coordinating referrals to DCA’s Occupational Health provider and producing management reports.

i. Maintain database of staff including records of qualifications and certification.

j. In conjunction with the Head of Operations, coordinate and collate DCA’s staff appraisal scheme and provide administrative support in the production of annual training plan.

k. In conjunction with Head of Operations, contribute to the ongoing development of DCA HR related policies and procedures. Responsible for updating DCA Employee Handbook accordingly.

l. To, when instructed by Head of Operations, research and recommend tools, procedures and systems that will improve the HR service at DCA.

2. Collate, prepare and submit accurate and timely monthly payroll and pension data to DCA’s payroll provider.
   
a. Prepare and distribute timesheets for hourly paid staff

b. Collate and accurately input weekly timesheets for hourly paid staff and submit for monthly pay run in accordance with payroll timetable.

HR Administrator
c. Ensure all associated payroll and pension paperwork, including new start and leaver records are processed, submitted and stored appropriately.

d. Ensure payroll department are notified of changes to staff terms and conditions and act upon management instructions and staff requests in a timely manner.

e. Calculate and maintain annual leave entitlements for employees including TOIL.

f. Develop and maintain appropriate systems and procedures as required.

3. **Deliver effective HR administrative support.**

a. To develop and maintain administrative systems and procedures to provide support for HR activity and projects which may include arranging meetings, collating and circulating papers, preparing statistical reports, entering data on IT systems and following up action points.

b. Ensure an up-to-date bank of document templates to support the HR function are maintained.

c. Ensure staff records are well maintained and that periodic tidying up of records is undertaken.

d. Manage and coordinate responses to enquiries via DCA generic email account.

e. Receive telephone calls for Director and Head of Operations as appropriate.

f. Comply with data protection guidelines.

4. **Contribute to the ongoing development of DCA.**

a. To understand and support the aims and objectives of DCA and to ensure these are reflected in the delivery of the role.

b. Contribute to the identification of Departmental objectives for the short, medium and long-term in developing and implementing the company’s Strategic Plan.

c. Contribute to department budget planning and management.