

Decision under Delegated Powers

Officer Requesting Decision

Head of Governance & HR

Officer Making the Decision

Chief Executive

Recommendation

To approve the creation of a new full-time permanent Senior HR Administrator post, graded at SO1 (job profile as appended to this decision) in A020 Cost Centre.

To delete 13 hours of Post F838 IT Service Administrator in V001 Cost centre to fund part of the above post, leaving 46.5 hours in post F838.


Reason

To address the significant ongoing increase in demand on the HR service, particularly in relation to recruitment processes.

Authority for Decision

The Chief Executive, as Head of Paid Service, has delegated authority within the Constitution to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa.

Decision and Date



Robert Mitchell (he, him, his)
Chief Executive

07/11/2022

Background

This new post is necessary to address ongoing resource demands on the HR team, which are currently resulting in unsustainable over-time working by the HR Administrators.

Comments from HR

HR Adviser: Sham Choudhury (31/10/22)

Comments: The newly created role of Senior HR Administrator post has gone through JE and came out as SO1. Once DD is signed off normal recruitment process will need to be followed.

Financial Implications

The creation of this post was agreed in principle at the Senior Leadership Team meeting on 4th October 2022 and will be included in the budget process 2023/24. The costs of this post at top SO1 is £48.2k of which £13k can be funded from Post F838 IT Administrator Post in V001 deleting 13 hours.

Risk Management

There are no risks associated with this decision.

Key Decision:

No

Background Papers:

N/A



Division:	Governance & Human Resources
Job Title:	Senior HR Administrator
Grade:	SO1
Post Number:	
Base/Location:	Council Offices, Southfield Road, Loughborough
Responsible To:	Head of Governance and Human Resources
Responsible For:	X2 HR Administration Assistants
Key Relationships/ Liaison with:	Managers, employees, LCC HR Advisers, applicants, Payroll and ICS Development Team.

Job Purpose

- To manage and administer the day-to-day operations of the HR function by supporting HR processes and processing employee data using the HR system and supervising the HR Administration Assistants.
- To ensure that managers, employees and applicants receive an excellent service in relation to a broad range of HR related queries.
- To work where necessary with IT colleagues to improve the HR systems and services.
- The postholder will also contribute to support processes, resolving problems, documenting root causes and working to improve all associated services.
- To deliver an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	To supervise the HR Admin team and work in partnership with HR Adviser colleagues to deliver an efficient and effective HR administration service.
2.	To deliver a full recruitment service, which includes working with advertising agencies and third party publishers in relation to external adverts including price negotiations.
3.	Along with the HR Administrators, to provide an initial point of contact on all relevant HR related enquiries, escalating to HR adviser colleagues when appropriate.
4.	To be the initial point of contact for enquiries relating to the HR systems in relation to terms and conditions and recruitment.
5.	To lead on assigned projects relating to the HR systems which improve service delivery.

6.	Ensuring all relevant information is recorded on the HR system, and to create and run standard and ad hoc reports.
7.	Ensuring consistency and integrity of data maintained within the HR systems and that confidentiality is maintained in respect of employee information and is stored in line with Data Protection legislation and GDPR requirements.
8.	To address concerns, queries and prepare calculations relating to annual leave on an ad hoc basis for new starters and leavers.
9.	To train new managers as required on the HR system in relation to recruitment, the recording of annual leave and sickness.
10.	To add workings patterns to the systems.
11.	To ensure the HR Intranet pages and associated documents are maintained and kept up to date.
12.	To be involved in HR related projects as required (e.g., Gender Pay Gap data, Equal Pay Audits).
13.	To deal with HR related Freedom of Information requests including the running of the associated data reports from the HR system.
14.	To guide and assist Managers with the temporary agency staff system, liaising with the appropriate external support staff when necessary.
15.	To carry out the Personal Development Reviews of the HR Administrators in line with the Policy and Guidance.
16.	To act as a note taker if required for HR meetings and hearings.
17.	To provide specific support to the HR and Payroll teams and other colleagues as appropriate.
18.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- As a term of your employment, you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of works or at any other of Authority's establishments.
- This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the postholder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the grading of the post.

Management has the right to vary the duties after consultation with you.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: October 2022



Division:	Human Resources
Job Title:	Senior HR Administrator
Grade:	SO1
Post Number:	

	Essential	Desirable	How assessed
Qualifications			
Relevant NVQ Level 3 qualification or equivalent qualification.	✓		App/Doc
<u>OR</u>			
Equivalent level of experience as described below.	✓		App/Doc
Experience			
Experience of working in an HR/payroll environment.	✓		App/Int
Experience of working with HR systems.	✓		App/Int
Knowledge and experience of using standard software packages, i.e., major components of Microsoft Office (Word and Excel), web editing or equivalent.	✓		App/Int
Experience of maintaining and reporting on data or statistical information.	✓		App/Int
Experience of working with iTrent (HR system).		✓	App/Int
Experience of supervising staff.		✓	Appt/Int
Skills/Knowledge			
Attention to detail with a focus on accuracy and quality.	✓		App/Int
Ability to manage, organise and prioritise busy workloads.	✓		App/Int

PERSON SPECIFICATION

Excellent written and verbal communication skills.	✓		App/Int
Numerical skills.	✓		App/Int
Ability to effectively resolve queries by liaising with internal and external colleagues.	✓		App/Int
Ability to meet deadlines.	✓		App/Int
Ability to work effectively as part of a team.	✓		App/Int
Ability to work on own initiative.	✓		App/Int
Excellent customer care skills.	✓		App/Int
Other requirements			
Factors not already covered			
Professional appearance commensurate with representing Charnwood Borough Council.	✓		Int
Must be able to perform all duties and tasks, with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Int/Med

Key:

App = Application form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical questionnaire

Doc = Documentary evidence (e.g. certificates)

Prepared by: Head of Governance and Human Resources

Date: October 2022