**THE HONOURABLE SOCIETY OF THE INNER TEMPLE**

**JOB DESCRIPTION**

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| **Job title** | HR Administrator (Fixed Term Contract) |
| **Department** | Collector’s |
| **Reports to** | HR Manager |

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| **Main purpose of role** |
| This role is to support the HR Manager with business-as-usual HR processes while a project is ongoing.  The successful candidate will work with the HR Manager to act as a first point of contact, responding to or referring on queries as appropriate; and be responsible for HR and Training administration. |

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| **Duties and responsibilities** |
| Recruitment   * To have responsibility for all aspects of recruitment administration from advertising to candidate offer. * To co-ordinate the interview process through liaison with hiring managers and candidates and actively participating in interviews where required. * To process new joiners, adding them to the Inn’s HRIS, issuing contractual paperwork and onboarding. * To carry out and monitor pre-employment checks, issuing conditional offers and confirming start dates when checks are completed including right to work in UK checks where necessary. * To be responsible for the filing of all recruitment paperwork.   Absence Management   * Produce monthly sickness absence reports, flagging employees who have reached trigger points to HR Manager.   Training Administration   * Assist the HR Manager with the administration of the Inn’s annual employee training programme – to include researching providers, making bookings of both trainers and venues, communications with delegates, processing invoices and collating feedback.   Payroll support   * To process contractual changes to the HR Information System and send written communications to the employees. * Liaise with HR Manager and Payroll Administrator to ensure all necessary information is collated and communicated prior to the monthly payroll deadline. * To support the administration of employee benefits.   Employee Relations   * To support on employee relations cases, taking notes in meetings and drafting correspondence where appropriate.   HR Project Support   * Provide administrative support to HR project   Wellbeing   * Support the organisation of Wellbeing events (booking rooms, sending out notices about the event etc).   HR Administration   * To ensure all HR files and records are kept up to date, accurate and fit for audit purposes. * To act as first point of contact for the department, online and face to face. * To respond to reference requests for previous or departing employees. * To support the provision of information to auditors * To manage employee access to the HR system creating accounts and resetting passwords where needed * Any other duties as reasonably requested |

**PERSON SPECIFICATION**

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|  | **Essential (E) or Desirable (D)** | **Assessment method** |
| **Experience and Knowledge** | | |
| Experience of working in HR Administration, with knowledge of the processes and procedures completed during the employee lifecycle | E | Application/Interview |
| Experience of accurately processing information and maintaining records, databases and filing systems | E | Application/Interview |
| An understanding and ability to work with confidential and sensitive information, with basic knowledge of GDPR | E | Interview |
| Experience of working in a professional membership organisation | D | Application/Interview |
| Minute taking experience | D | Application/Interview |
| **Skills and abilities** | | |
| Proven ability to work with accuracy and strong attention to detail | E | Interview |
| Effective communication skills, face to face, over the phone and in writing | E | Application/Interview |
| IT Literate (Preferably MS Office and HR Databases) | E | Application/Interview |
| Numerate and able to manage queries or processing of information relating to salary or leave calculations | E | Interview/Assessment |
| Has excellent organisational and time management skills with the ability to work proactively and with initiative | E | Interview |
| Team player | E | Interview |
| Ability to deal with a range of stakeholders both internal and external | E | Interview |
| **Education and training** |  |  |
| Good standard of general education (GCSE standard or equivalent) | E | Application |
| **Other requirements** | | |
| Able to demonstrate a commitment to the values and objectives of Inner Temple | E | Interview |
| Willing to work occasional unsocial hours as required. | E | Interview |

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| **Date of last update** | 23/01/2025 |

**HR Administrator**

**Terms of employment**

Length of contract: 6 months fixed term

Salary: £28,000 per annum (paid pro-rata for period of employment)

Annual leave: 25 days per annum plus Bank Holidays and discretionary Christmas Closure

Working hours: Monday to Friday 9am until 5pm

Location: Inner Temple, London EC4Y 7DR

**Other benefits:**

Non-contributory pension benefit

Free lunches at work when the Inn’s kitchens are open, a taxed daily luncheon allowance provided when they are closed

Employee Assistance Programme and Wellbeing Activities