



## ADUR & WORTHING COUNCILS

### Job Description

Authority:	ADC / WBC
Directorate:	Digital & Resources
Section:	Human Resources
Post Title:	HR Administrator
Post Number:	TBA
Accountable to:	HR Business Partner
Management responsibility for:	none
Authority to liaise with:	Council members of staff and managers, members of the public, Trade Union Officials
Meetings attended on a regular basis:	Team meetings 121 Meetings Payroll/HR meetings - Team Member Note taker - Employee Relation cases
Work style	Fixed 37 hours per week Monday - Thursday 9am - 5.30pm Friday - 9am - 5pm

### Principal purpose of job (role summary)

To support the Human Resources department in the maintenance and development of the Human Resources function throughout the authority. In particular, to help ensure that the appointment and ongoing employment of council staff complies with statutory requirements, internal policies and processes, current terms and conditions and wherever possible reflects best practice.

This role demands a high level of accuracy, team work and confidentiality.

### Main duties, tasks and responsibilities of post holder

Attend Employee Relations meetings and produce detailed notes as an accurate record of the proceedings.

Develop and maintain close working relationships with the payroll section on all matters related to employee's conditions of service, pay and pension matters and efficient working practices throughout the two sections, including providing information on leavers and any monies owed or due to be recovered from them.

Create the monthly HR Newsletter and distribute to all employees

Respond to emails/phone calls & face to face enquiries in a timely manner and in line with the HR service level agreements

Assist with Scanning and Indexing as and when required

Produce statistical reports on a adhoc/weekly/monthly basis

Maintain and update HR records on multiple computerised systems, processing paperwork as necessary.

Process maternity/paternity leave requests ensuring that maternity pay calculations and relevant paperwork are correct

Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.

Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.

Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.

Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.