

## People and Culture Administrator

**Reports to:** Head of People and Culture

**Team:** People & Culture

## Job Description

### Summary

The overall responsibility of the People and Culture Administrator role is to support the smooth running of the Foundation's People & Culture function. The role is responsible for the administration support to the People & Culture business area, specifically the business partnering team.

The People & Culture Administrator will play a key role in handling people processes, employee records and provide general HR support, ensuring compliance with policies and procedures. The role will work collaboratively with the Talent Co-ordinator and People Operations Analyst to ensure the full spectrum of the People & Culture directorate is functioning effectively and efficiently.

### Key responsibilities:

#### ***People/HR Administration***

- Maintain and update employee records and HR databases, ensuring accuracy and confidentiality.
- Liaise with the People Business Partners to prepare HR documents, such as contracts, carry out suitable checks (such as OH and DBS) and take up references.
- Assist with People Operations Analyst with reporting, including tracking key metrics such as absence, turnover, and compliance.
- Support the administration of People policies, procedures, and processes.
- Handle general People/HR queries from employees, utilising suitable technology to track, escalate and close off queries.
- Produce and send HR related letters and correspondence as required.
- Develop and oversee an adequate, effective, and efficient electronic filing system for storing employee information
- Support the People Business Partners in managing individual review cycles, sending reminders to managers when reviews are due and signposting staff and Line Managers to further support and guidance.

- Working with the People Business Partners, collectively manage the 360 feedback surveys for end of year reviews.
- Ensure reviews are completed on time and closed off on the relevant HR Information systems.
- Work with the CPO, Head of People & Culture and Internal Communications Manager to develop People related content, for dissemination via Staff Gatherings, Foundation Hub, staff emails and system alerts.
- Publish and maintain content on the Foundation intranet.

### ***Payroll & Benefits Administration***

- Assist the People Operations Analyst with payroll processing, ensuring timely and accurate submission of employee data.
- Maintain records for employee benefits such as pensions, health insurance, and other schemes.
- Support the administration of annual leave and absence tracking.

### ***Employee Relations & Compliance***

- Ensure compliance with employment laws, company policies, and GDPR regulations.
- Assist in handling employee relations matters by supporting documentation and meetings.
- Maintain and update People policies and procedures as required.
- Support HR projects, including assisting the People Operations Analyst in delivering employee engagement initiatives etc.

These responsibilities are not exhaustive, and the Foundation reserves the right to assign other duties commensurate with the role as required.

## **Person Specification**

### ***Skills & Abilities***

- Strong organisational skills with excellent attention to detail.
- Ability to manage multiple tasks and prioritise effectively.
- Excellent verbal and written communication skills.
- Strong IT skills, including experience with HR systems and Microsoft Office (Excel, Word, Outlook, Teams and SharePoint).
- Ability to handle confidential information with professionalism and discretion.
- Problem-solving mindset with a proactive approach to challenges.
- Commitment to and alignment with the Foundation's values: Enterprising, Collaborative, Delivery-Minded, Inclusive

### ***Knowledge & Experience***

- Previous experience in an HR administration role is essential.
- Understanding of HR processes, employment law, and best practices.

- Experience using HR software/HRIS.
- Experience in payroll or benefits administration is desirable but not essential.
- Desirable - CIPD Level 3 qualification (or working towards), business administration qualification or qualified by experience.

**Please note that interview for this role will take place on Thursday 24<sup>th</sup> and Friday 25<sup>th</sup> April**

## How to apply

Thanks for your interest in working with us. We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact [jobs@gsttcharity.org.uk](mailto:jobs@gsttcharity.org.uk)