



**Treetops**  
Hospice

End of life care in Derbyshire  
and Nottinghamshire

# HR Administrator

Job description and person specification

The HR Administrator will assist in delivering a comprehensive HR service.

Carol Munton

[Carol.Munton@Treetopshospice.org.uk](mailto:Carol.Munton@Treetopshospice.org.uk)

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A job that's part of something very special.



HR Administrator

Carol Munton

2 August 2024

## Job Description

Appointment:	HR Administrator
Duration:	Temporary for a period of up to 12 months
Responsible to:	Director of People & Culture
Hours of Work:	30 hours – flexible around core hours
Location:	Risley, Derbyshire.
Team structure:	HR Administrator, Training Administrator, Volunteer Support Co-ordinator, Volunteer Support Administrators x 2
Key Relationships:	Director of People & Culture, Departmental Heads, Team Managers, Employees, volunteers.

### Main Purpose of the Job

To assist in the provision of a comprehensive HR service and support the ongoing development of HR and training policies, procedures and processes.

### Primary Responsibilities

- Prepare and process HR letters, forms and documents in an accurate and timely manner
- Take minutes/notes of meetings when required and transcribe these into file records
- Maintain the HR and Training databases and spread sheets, sourcing and collating information as they develop and preparing management reports and reminders as required
- Maintain the manual HR record system, ensuring full and accurate employee data
- Assist in researching information for new HR initiatives and the development of existing ones
- Support and administer the end-to-end recruitment process
- Organise and co-ordinate HR hearings
- Deal effectively with HR visitors and telephone enquiries
- Respect absolute confidentiality on all HR data and issues
- Provide Reception cover as and when required

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## Other Tasks

### Departmental

Work co-operatively with all members of the organisation, both paid and volunteers.

- To contribute to collaborative team-working by assisting with Volunteer Services if required.
- To participate in regular reviews and the annual appraisal process

### Organisational

- To ensure that a positive image of Treetops Hospice is projected at all times.
- To adhere to Treetops Hospice 's Policies and Procedures, including Health and Safety procedures.

### Responsibility for Information

- Respect confidentiality regarding all issues related to Treetops' business
- Comply with GDPR and other legal and statutory requirements

### Working Conditions

- Comply with health and safety policies, procedures and arrangements for safe working practices

### Physical/Mental Effort

- Able to deal with vulnerable, distressed, anxious or difficult people in accordance with Treetops' policies

### Other

- This job description outlines the main functions and responsibilities of the post. The post holder may be required to undertake additional duties as required, commensurate with the level of the job

### Review procedures

- There will be an annual review of the post and job contents

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## Person Specification

This is a temporary role to cover a career break

	Essential	Desirable
Qualifications /Experience	<ul style="list-style-type: none"> <li>• 5 GCSEs at level C or above including Maths and English</li> <li>• HR/Training administration experience</li> <li>• Experience of working in a busy environment</li> </ul>	<ul style="list-style-type: none"> <li>• A levels</li> <li>• Experience in a PA or similar role</li> <li>• Experience of diary management</li> <li>• Experience of working with volunteers</li> </ul>
Knowledge	<p>Thorough working knowledge of Microsoft 365 suite:</p> <ul style="list-style-type: none"> <li>• Word processing – including tables, letters, mail merge</li> <li>• Spread sheets – including inputting and manipulating data</li> <li>• Database – including inputting data, creating queries, forms, tables, reports</li> <li>• Outlook – including email, diary management</li> <li>• 365 Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Sage HR and Sage Payroll</li> </ul>
Skills and Ability	<ul style="list-style-type: none"> <li>• Strong literacy and numeracy skills.</li> <li>• Excellent communication and organisational skills with attention to detail.</li> <li>• Ability to work as part of a team and independently.</li> <li>• The ability to multi-task and prioritise demands</li> </ul>	

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<p>Personal Attributes</p>	<ul style="list-style-type: none"> <li>• Hardworking</li> <li>• An effective team player</li> <li>• Ability to work on own initiative</li> <li>• Highest standards of integrity and confidentiality</li> <li>• Professional yet friendly telephone manner</li> <li>• Ability to work well under pressure</li> </ul>	
<p>Responsibility for Information</p>	<ul style="list-style-type: none"> <li>• Able to handle sensitive information appropriately</li> </ul>	

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