

Job Description – Human Resources Administrator

Status:	Permanent - Full time
Location:	Leatherhead, Surrey - Hybrid (2 days a week onsite)
Reporting to:	Human Resources Business Partner
Department:	Human Resources

About Police Federation England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 140,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

Primary Function

To support the Human Resources team with the coordination and administration of HR related activities to support the employees experience. The HR Administrator will ensure accurate, pro-active and timely administration for the HR team.

Key Responsibilities

- Pro-actively and effectively managing the content of all HR related 'in-boxes', filing, responding, escalating where relevant, send holding emails.
- Responsible for all updating and maintaining all HR administration and systems
- Identify areas of administrative risks and help develop solutions to improve processes to and best practice
- Support the hiring process by creating job adverts, posting vacancies, arranging interviews, sending calendar invitations and assessments
- Responsible for all on-boarding administration for new starters: creating offer letters and contracts, Right to Work and share code checks, collate pre employment vetting documentation and uploading information the vetting portal
- Create new employee files on the HRIS and upload relevant documentation
- Support with onboarding activities and scheduling in induction meetings
- Take minutes at the HR team meetings

- Work with the HRBP and Payroll Administrator to ensure payroll administration is carried out accurately and on time. Carry out monthly payroll reconciliation with Finance
 - Support Line managers carrying out probationary assessments, performance management and appraisals, by inputting diary reminders and following up and uploading to the system
 - Run management information reports from the HR management system on request
 - Update and design HR intranet (The Hub) eNewsletter through design and sourcing of content
 - Organise staff meetings including invites, room bookings and slide pack coordination
 - Coordinate employee volunteering events
 - Work with the Social Committee to organise staff social and fundraising events
 - Support in HR operations to carry out user acceptance testing for new systems releases
 - Supporting HR Business Partner and wider HR team with a variety of projects
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Key Skills & Experience

- Strong administration with experience in spreadsheet manipulation, pulling reports, diary management and coordination of tasks
 - Experience of taking ownership of end to end for tasks and able to adapt to changing priorities
 - Team player with a positive outlook, willing to collaborate with others to find the best solutions
 - Demonstrate a proactive, customer focussed approach and able to use initiative and work effectively with a range of stakeholders
 - Proficient in Microsoft office suite (Word, PowerPoint and Excel)
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What PFEW will offer you

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, life assurance, private healthcare, enhanced pension contribution, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more....

Interview Process

- Telephone Interview with Talent Acquisition Lead
- Face to face interview with the Human Resources Business Partner and Head of Human Resources and Learning & Development

*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.