

## HR Administrator, Fertility Network UK

**Location:** Home.

**Reports to:** Chief Executive.

**Hours:** 21-28 hours per week.

**Salary:** £24,000 per annum pro-rata.

Fertility Network UK provides free and impartial support, advice, information and understanding for anyone affected by fertility issues. We are the nation's leading patient-focused fertility charity and are here on a practical and emotional level to offer support services, information, and access to a community of people affected by fertility problems.

The purpose of the role is to provide an effective HR Administrative service for the Charity and its team of approximately 25 staff.

### Key Responsibilities

1. HR Records Management:
  - Maintain accurate and up-to-date employee records, including personal information, employment contracts, annual leave and sickness absences
  - Process employee documentation, such as new starter paperwork including promotions and terminations.
  - Manage the HR system and ensure that staff know how to use the system effectively.
2. Recruitment and Induction:
  - Assist in the recruitment process by posting job openings, scheduling interviews, and conducting initial screenings of candidates.
  - Coordinate the onboarding and induction process for new staff, making sure they have all they need to start in post.
3. Training:
  - Implement and monitor all mandatory training for staff e.g., information governance/data protection, Diversity, Inclusion and Equity Payroll
4. Policies:
  - Ensure HR policies and procedures are communicated and followed consistently.
  - Assist in maintaining compliance with employment laws and regulations.
5. Employee Relations:
  - Handle routine employee inquiries and concerns, providing guidance and assistance as needed.
  - Escalate complex issues to HR management when necessary.

6. Reporting:
  - Generate HR reports and maintain HR metrics to assist in data-driven decision-making.
7. Payroll:
  - Provide accurate employee data for payroll processing.
  - Address payroll-related inquiries and discrepancies.

#### PERSON SPECIFICATION

1. Experience in HR administration and an understanding of HR processes.
2. Part CIPD qualification (Level 5) is desirable but not essential.
3. Evidence of advising staff on a range of HR procedures.
4. Strong attention to detail and skilled in managing competing demands and expectations.
5. Self-motivated and able to fulfil the job role with minimal supervision.
6. Ability to deal with confidential information and maintain confidentiality.
7. Proficient in MS Office e.g., Outlook, Word, Excel and PowerPoint.
8. Commitment to the aims and ethos of FNUK.