

## Job Description HR Office Administrator

<b>Salary:</b>	£13,332.80 per annum
<b>Hours:</b>	20 hours per week
<b>Type of contract:</b>	Permanent
<b>Location:</b>	The role is office based in Worthing, West Sussex.
<b>Reporting to:</b>	Head of HR and Central Services
<p><b>Purpose of the role</b></p> <p>To support the smooth day-to-day running of the office environment and administrative processes relating to facilities management, health and safety, and document control. The role contributes to a safe, efficient, and well-organised workplace and plays a key part in maintaining compliance across internal systems.</p>	

## Key responsibilities and accountabilities

### 1. General Office Administration

- 1.1. Ensure a welcoming, professional environment for staff and visitors.
- 1.2. Maintain sign-in/out systems and other basic reception responsibilities.
- 1.3. Support with scanning, filing and general HR record-keeping. Support the HR team with onboarding and off boarding employee paperwork
- 1.4. Assist the wider HR and Central Services team with occasional tasks and projects.

### 2. Policy and Document Control

- 2.1. Support the maintenance and review process of organisational policies, ensuring version control and document accuracy.
- 2.2. Track review dates and ensure policies are updated in line with internal schedules and legal changes.
- 2.3. Help manage storage and organisation of key HR and organisational documents.

### 3. Facilities Coordination

- 3.1. Act as a first point of contact for facilities-related queries and maintenance requests.
- 3.2. Liaise with external suppliers and contractors for office services (e.g., repairs, cleaning, equipment).
- 3.3. Monitor and maintain stock of office supplies and consumables.
- 3.4. Assist with setting up meeting rooms, equipment and visitor arrangements as required.

## **4. Health & Safety Administration**

- 4.1. Maintain up-to-date health and safety documentation, including risk assessments, incident logs and equipment checks.
- 4.2. Support with regular H&S compliance activities (e.g., fire drills, first aid supplies, PAT testing).
- 4.3. Assist with onboarding H&S briefings for new starters.
- 4.4. Work with the management team to ensure all safety-related policies and logs are up to date and accessible.

## **5. General**

- 5.1. The post holder is expected to work within and actively promote the mission, vision and values of Independent Lives to external stakeholders and staff members, and to comply with all Independent Lives policies and procedures
- 5.2. Annual objectives will be set for this role which will be used to monitor and evaluate performance within the appraisal system
- 5.3. Other tasks within the remit of the job may be required from time to time
- 5.4. The job description will be kept under review to ensure that it remains up to date
- 5.5. The jobholder will be consulted about any proposed changes to the role

## Person Specification

Experience	Essential	Desirable
Experience of providing effective and efficient administrative support to a busy department in a sometimes demanding environment.	X	
Experience of working in an administrative role.	X	
Experience of working to high quality standards	X	
Experience or ability to explain required information in an easy to understand way	X	
Experience of working in a confidential HR environment.		X
Experience of working within a charitable organization or within a health/social care environment		X
Values		
Person Centered - placing the customer at the heart of everything we do	X	
Inclusive - compassionate and understanding of others	X	
Innovative - A good listener and able to develop support to meet people's needs	X	
Excellence - Reliable and showing commitment to teamwork	X	
Qualifications, Education & Training		
Evidence of continuing professional development	X	
A recognised qualification in a relevant field at graduate or equivalent level.		X
Skills, Knowledge & Aptitudes		
Excellent face-to-face, telephone and written communication skills using plain English.	X	
Self-motivated with a strong focus on achieving targets and objectives with a 'can do attitude.	X	
Attention to clarity and detail of communications; maintaining accurate documentation.	X	
Proficient in use of MS Office 365	X	
Able to maintain confidential information and to deal with confidential and sensitive matters discreetly.	X	
Knowledge of HR, employment law and statutory allowances and requirements.		X
Good understanding of the social model of disability and willing to promote its ethos and principles.		X
Other		
Willing to undertake further training relevant to the post.	X	