

JOB DESCRIPTION – HR Administrator

Reports to:

Practice Manager

Role:

- To assist the Practice Manager in the effective and efficient management of HR processes and documentation
- To act as a point of contact for employees with HR related queries
- To support and improve employee wellbeing
- To assist the Practice Manager in ensuring compliance with employment and health and safety law

Key Activities & Responsibilities:

HR Support, Processes and Record Management

- To provide administrative support, ensuring staff records and personnel files are kept up to date
- To manage leave approvals and follow absence procedures e.g., record/approve absence, calculate holiday entitlements etc.
- To ensure that all payroll instructions are prepared and sent to the Finance Manager in time for the monthly payroll e.g., contractual variations, new starters, leavers
- To provide office HR procedure training where necessary

Recruitment, Selection and On-boarding

- To carry out all administrative processes during recruitment e.g., prepare and place recruitment adverts, manage applications, organise interviews
- To prepare contracts, offer letters and carry out all necessary pre-employment checks
- To plan induction/onboarding including preparation of new starter information, coordinating instruction manuals and managing induction timetables
- To manage work experience enquiries and organise placements

Teamwork & Employee Wellbeing

- To work as a team player with all staff, in particular the administration, management and accounts teams
- To support the Practice Manager in maintaining and improving employee wellbeing
- To assist and work appropriately and considerately with all staff
- To attend and participate in departmental or firm meetings when required

Competence & Development

- Maintain knowledge and skills in employment and health and safety legislation keeping up to date with relevant changes

- Maintain a good knowledge and understanding of current IT systems and any new systems introduced by the firm

Compliance

- To assist the Practice Manager in maintaining and updating the firm's people management policies and procedures ensuring they are compliant with all relevant regulations, legislation and professional standards and ensuring staff are kept up to date with any changes
- To identify and report any risks to the COLP, COFA or Money Laundering Reporting Officer where necessary and suggest/help implement procedures to minimise financial risk to the firm
- To act in accordance with the proper professional standards and regulations of the Solicitors Regulation Authority, and all other relevant bodies including the Legal Aid Agency and the Law Society

The duties and responsibilities in this job description are not exhaustive and are subject to change in accordance with the needs of the firm.