


JOB DESCRIPTION

Position/title	HR Administrator
Department	Human Resources
Location	Station Road, Blackrod, Bolton
Hours	37.5 hours per week, Monday to Friday, 7.00am to 3.00pm
Job Banding	Band 2
Reports to	HR Manager
Other Key Relationships	All staff at all levels within the Company, including agency workers Suppliers and contractors
General Summary	<p>To provide an efficient and streamlined service to the business with regard to all HR-related administrative tasks.</p> <p>To support the HR Manager in the delivery of departmental objectives, maintaining effective HR practices, and ensuring compliance with the appropriate legislation / standards in all activities.</p>
Core Responsibilities	<p>General HR Administration</p> <ul style="list-style-type: none"> • Provide full administrative support to the HR department to ensure an efficient HR service is delivered to all teams across the company. • Promptly respond to internal and external enquiries and queries, over the telephone, in person, via letter or email, monitoring the Recruitment inbox daily, and escalating to the relevant staff member where required. • Maintain an accurate and secure filing and personnel records system, updating employee information in the HR system, ensuring accuracy and compliance with regulations. • Provide administrative support to the HR Manager and wider management team in relation to staff training and development, including assisting with the co-ordination of training courses, room bookings, sending reminders and printing training packs. • Provide information and reports to the HR Manager relating to own job responsibilities as requested. <p>Recruitment and Selection</p> <ul style="list-style-type: none"> • Liaise with the Operations Team and recruitment agencies on a daily basis to arrange temporary staff as required to maintain necessary staffing levels across the yard and plant teams and cover any absences. • Provide administrative support throughout the recruitment process, including but not limited to vacancy advertising, application collation, screening and management, accurate record keeping, communication with candidates, and interview co-ordination. • Maintain accurate and effective records relating to recruitment statistics, and provide regular recruitment updates to the HR Manager. <p>Onboarding and Induction</p> <ul style="list-style-type: none"> • Provide administrative support to the team to ensure an effective onboarding process for all new starters. • Ensure appropriate and consistent communication with new starters and relevant managers to ensure a positive onboarding experience for all.

	<ul style="list-style-type: none"> • Support with the induction process, including helping to co-ordinate induction schedules and delivering induction information as required. • Ensure all pre-employment checks, including right to work, employment references and driving checks are carried out in compliance with legislation and company procedures. • Monitor probation review deadlines and provide relevant paperwork and reminders to managers across the business. <p>HR Generalist Activity</p> <ul style="list-style-type: none"> • Shadow and observe HR in meetings, hearings and discussions as directed. • Support the HR team in people-focused discussions where appropriate. • Provide administrative support to managers in HR processes where required, including accurate note taking in meetings/hearings as required. • Gain exposure by assisting with employee relations correspondence. • Provide 1st line advice to employees and managers on general HR related queries, requests and policies and procedures, escalating more complex issues to the relevant HR team member as needed. • Support managers with timely absence recording and completion of relevant paperwork to ensure accurate absence data is maintained. • Support the HR Manager with the development and implementation of projects as required. • Maintain confidentiality at all times, in accordance with the Data Protection Act, and be aware of the sensitivity of HR issues in all aspects of the role. • Any other duties commensurate with the role as instructed by the Operations Director.
Health and Safety	<ul style="list-style-type: none"> • All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company's health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors. • Challenge staff and site visitors who do not follow the site safety procedures. • Assist in maintaining the health, safety, and welfare of people (including yourself) • Follow the Company guidelines in reporting faulty or defective equipment. • Ensure all staff, customers and visitors are wearing the appropriate PPE. • Report any risks or near misses to the Health, Safety & Compliance Manager.
Personal and Professional Development	<ul style="list-style-type: none"> • Undertake any necessary activities to ensure that your own professional qualifications are maintained. • Ensure ongoing personal and professional development by participating in performance reviews as requested. • Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.
Confidentiality and GDPR	<ul style="list-style-type: none"> • All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018. • Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.

Governance	<ul style="list-style-type: none"> Support the Company to work within the specific regulations such as governance and frameworks for the industry.
Policies and Procedures	<ul style="list-style-type: none"> All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson & Sons (Horwich Ltd), without exception.
Company Values	

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	GCSE English and Maths at grade A-C, or equivalent	CIPD qualification or HR certification
EXPERIENCE & KNOWLEDGE	<p>Previous experience in a HR administration role within a fast-paced, busy environment</p> <p>Experience of providing basic HR advice to workforce</p> <p>Experience maintaining an accurate and secure personnel records system</p> <p>Basic understanding of UK employment law and HR policies</p> <p>Experience working within the recycling, waste, or comparable plant/manufacturing industries</p>	
SKILLS & ABILITIES	<p>Outstanding planning and organisational skills, with the ability to prioritise work and manage multiple tasks effectively</p> <p>Good numeracy and literacy skills</p> <p>Excellent communication skills with the ability to build good working relationships at all levels, both internally and externally</p> <p>Proficient in the use of MS Office, including Excel, Word and Outlook</p> <p>Able to work proactively, independently and on own initiative</p> <p>A willingness to adapt and develop skillsets and knowledge</p> <p>Able to work effectively as part of a team and to work collaboratively with other areas of the business</p> <p>Able to react quickly and positively to instruction from senior management</p> <p>Good attention to detail, thorough and accurate</p> <p>Ability to inspire trust and respect</p>	

	ESSENTIAL	DESIRABLE
OTHER	<p>Ability to maintain confidentiality at all times and in all circumstances</p> <p>Well-presented with a confident, approachable and professional manner</p> <p>Reliable, punctual and good levels of attendance</p> <p>Hold a full UK driving licence</p> <p>Demonstrates commitment to own learning and development, and that of others</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>A commitment to the values of J. Dickinson & Sons</p>	