

## Job Description

<b>Job title</b>	People and OD Administrator (Permanent, full-time, 35 hours a week)
<b>Reports to</b>	People and OD Manager
<b>Location</b>	Cardiff
<b>Direct reports</b>	N/A
<b>Payband</b>	Band 1

<b>Job description</b>
<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>The postholder will play a key role in supporting the administrative functions of the People and OD team and responding to queries both internally and externally.</li> </ul>
<b>Main Duties</b>
<ul style="list-style-type: none"> <li>Fully utilise the HR system, i-Trent, to manage administrative processes and collaborate with the team on ways to improve process efficiencies and the end user experience.</li> <li>Update staff changes in the HR system, for example: new starters; and line manager changes; create positions &amp; posts when necessary for new roles; leavers, maternity/paternity; fit notes, amending booked and cancelled annual leave; and any other administrative task linked to the employee lifecycle. Accurately inputting payroll data into the HR system, for example salary changes; working hours and patterns, buying and selling annual leave, holiday of a lifetime, and childcare vouchers. Working closely with the People and Payroll Officer to provide information for the processing of monthly pay runs.</li> <li>Monitoring, triaging, and answering queries in the HR and Payroll inbox.</li> <li>Update spreadsheet pensions information for MHR and complete and submit relevant documentation for starters, leavers, partial retirements etc. and deal with pension queries, working closely with the Payroll and Pensions Officer.</li> <li>Utilising the HR system to support the administration of recruitment campaigns ensuring that relevant documentation, information is provided in a timely manner as well as supporting the People and OD Partners and Recruiting Manager with all aspects of the campaign.</li> <li>Contact the candidate's referees to obtain references and ensure covering 5 year working/academic period.</li> <li>Build relationships with candidates and collate the necessary information to ensure that the new starter process runs smoothly for each stage (Offer/ Appointment)</li> <li>Draft correspondence and contracts of employment as required for internal and external customers, based on standard templates.</li> <li>Arrange inductions for new starters.</li> <li>Raise and issue purchase orders using the P2P system.</li> <li>Support the People and OD Manager with any administration related to learning and development activities for example: LinkedIn learning administration, setting up/ completing/ cancelling learning events, contacting L&amp;D facilitators providing attendance lists, collating evaluations, managing the L&amp;D inbox, mentoring programme administration.</li> <li>Running reports using Business Objects to collate data for the quarterly HR and L&amp;D Metrics.</li> </ul>

## Job description

### Key Results Areas

- Work must comply with Audit Wales operational requirements and be delivered to agreed standards, within agreed timescales while ensuring that the delivery reflects the values and behaviours of the Audit Wales.

## General

### Confidentiality and Information Security

The post holder must always be aware of the importance of maintaining confidentiality and security of information gained during their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

### Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

### Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

### Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level.

### Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at work policy.

### Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

## General

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

## Person Specification

Requirement	Essential or Desirable
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### 1. Qualifications

1.1 Educated to GCSE Grade C in English and Maths (or equivalent), or substantial work experience, preferably in a HR environment	Essential
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### 2. Skills and abilities

2.1 Good organisational and time management skills, work flexibly and collaboratively, managing own time effectively to meet agreed deadlines	Essential
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2.2 Good interpersonal and verbal communication skills and able to develop and maintain positive and professional working relationships with both Audit Wales staff and external contacts	Essential
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2.3 Attention to detail and accuracy for proof reading correspondence and formatting reports containing complex or confidential information	Essential
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2.4 Able to communicate technical information and advice clearly and simply when advising staff on payroll policies and procedures	Essential
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### 3. Experience

3.1 Good digital skills including Teams, Excel and Word, and experience of working with paperless files/ administration.	Essential
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3.2 Experience of using a HR system, i trent or similar.	Desirable
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### 4. Personal attributes

4.1 Use sound judgement and initiative to resolve any unexpected problems which may arise and can deal sensitively and discreetly with confidential information	Essential
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4.2 Drive and pace of work to ensure tasks are completed on time, whilst being able to work with some autonomy and minimal supervision	Essential
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### 5. General

5.1 Self-aware and a role model for the Audit Wales values and behaviours.	Essential
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## Welsh Language Skills

Skill area	Essential	Desirable
<b>Speaking &amp; Listening</b>	Greet others over the phone or in person with a simple Welsh greeting and	Attend Welsh medium meetings and discussions and confidently contribute in Welsh

	sensitively forward a call to a Welsh speaker when appropriate	
<b>Reading</b>	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Understand reports, correspondence and survey responses and take out key messages
<b>Writing</b>	Update documents and correspondence with Welsh dates and other generic terms	Write reports and complex correspondence in Welsh with the assistance of Welsh spelling and grammar check