



Title:	HR Administrator (Shared Parental Leave Cover)
Location:	Rochdale
Contract Length:	7 months (dependent on start date)
Staff category:	Administration
Hours:	37.5 (full time)
Salary:	£22,365.20 per annum
Responsible to:	Corporate Manager

Job summary

A new and exciting role has arisen within Rochdale Health Alliance (RHA).

RHA comprises of 31 member GP Practices. We are a very forward thinking and innovative GP Federation which utilises to the full, the skills and experience of our team members.

We are now looking for administrative and HR support for our small management team and our growing team of clinicians.

Main duties

The HR Administrator will assist the members of RHA in their collaborative work and provide a central source of administrative and HR support. You will work with other members of RHA's clinical team's including Clinical Pharmacists, Pharmacy Technicians, Paramedics and more.

The post holder will be expected to provide high quality co-ordination support across a range of services delivered by RHA. This is a fast-paced environment which requires excellent organisational skills.

Main duties and responsibilities:

- Provide administrative support to assist the members of RHA in their collaborative work

- To act as the HR liaison between the RHA and additional workforce staff, ensuring smooth communication and prompt resolution of requests and questions around payroll/leave/contract
- Assist with the general day to day support of the organisation and HR functions
- Support and work closely with RHA's senior managers, the Primary Care Networks business manager's and the member practices to ensure the smooth running of RHA's HR function
- Provide high quality co-ordination support across a range of services and projects delivered by RHA
- Develop and maintain good relationships with all stakeholders involved in RHA

Managing communications:

- Using RHA dashboards to monitor progress
- Manage contractual requirements on behalf of RHA
- Schedule meetings/ send invitations and agendas
- Administrative support and minute taking
- Manage Bright HR software.

HR/Recruitment support:

- Support with the recruitment process of various roles available
- Prepare induction and co-ordinate the training and development of staff
- Ensuring correct processes and policies are in place and regularly updated and followed by staff
- Order equipment including IT, clinical and non-clinical supplies
- Ensure appraisals are up to date and carried out in a timely manner
- First point of contact for any HR related matters, i.e. authorising annual leave/study leave, recording sick leave.

Working relationships:

- To work as a flexible member of RHA providing support to other team members when necessary
- To take an active role in the development and embedding of RHA's culture, values and reputation as providers of high-quality services
- The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:
 - Act in a way that recognises the importance of people's rights; interpreting them in a way that is consistent with RHA's procedure, policies and current legislation
 - Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues

- Behave in a manner which is welcoming to and of the individual, being non-judgmental and respecting individual circumstances and rights.

Personal/professional development:

The post-holder will participate in any training programme implemented by RHA as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skill and activities to others who are undertaking similar work
- Training may need to be undertaken outside of normal working hours, and off site

Person Specification

Criteria	Description	Essential	Desirable
Experience	At least one years' experience of administrative / HR duties	X	
	Experience of working as part of a team	X	
	Experience in a personnel or recruitment environment and dealing competently with a range of employee enquiries.		X
	Experience of working within the NHS/Primary Care environment		X
Knowledge and skills	Understanding the necessity for confidentiality	X	
	Effective IT systems knowledge	X	
	Understanding of personal responsibility regarding health and safety	X	
	Well organised with the ability to multi-task and work as part of a team	X	

Criteria	Description	Essential	Desirable
	Can translate policy guidance into practical action	X	
	Ability to source and analyse HR information, providing managers with appropriate data and suggestions for improvement	X	
	Willingness to adapt to change and develop new skills	X	
	Ability to develop good working relationships with colleagues and stakeholders	X	
	Good written/verbal communication skills	X	
	Good IT Skills in: <ul style="list-style-type: none"> • Microsoft Office: Word, Excel, Outlook • Internet 	X	
	Ability to solve basic IT issues	X	
	A working knowledge of HR policies and procedures and of basic employment legislation		X
	Understanding of healthcare and the NHS		X
	Ability to write promotional reports and articles for publication		X
Judgement and decision-making	Comfortable working to agreed objectives/duties	X	
	Ability to work without direct supervision	X	
Personal qualities and attributes	Ability to demonstrate personal accountability, emotional resilience and work well under pressure	X	
	Ability to organise, plan and prioritise on own initiative,	X	

Criteria	Description	Essential	Desirable
	including when under pressure and meeting deadlines		
	Ability to work flexibly and enthusiastically within a team and on own initiative	X	
	Strong organisational skills, including planning, prioritising, time management and record keeping	X	
Flexibility	Flexible approach to undertaking a wide variety of tasks	X	
	Flexible regarding working hours, e.g. holiday and sickness cover	X	
	Interested in learning new skills/taking on new challenges	X	
	Willingness to work flexible hours when required to meet work demands	X	
	Able to undertake training outside of standard working hours if required		X
Qualifications	Good standard of education minimum of 3 GCSEs grade C or above (or equivalent) including English Language and Maths	X	
	CIPD qualification		X

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.