

BETHANY CHRISTIAN TRUST

JOB DESCRIPTION – HR Administrator (Database Lead)

1 JOB DETAILS

Job Title	HR Administrator (Database Lead)		Line Manager		HR Manager	
Grade Level	Level 3	Spine Pt Range	19-21	FTE Salary Range	£22,747 to £ 23,835	
Section/Unit	People Development and Relationships		Directorate		Business Support	
Location	65 Bonnington Road, Edinburgh,EH6 5JQ					
Hours	37.5		FTE		1.0	
OR	Required to be in sympathy with the mission, ethos and values of Bethany Christian Trust					

2 JOB PURPOSE

This is a key role within the HR function and the aim of this role is to assist the HR Manager to meet the department strategic and operational goals and this role is critical to the integration and workflow of the HR function.

The post holder will provide support to the HR function, across a range of tasks and activities ensuring a quality, accurate and timely service to team members across all divisions. This role will maintain the HR system and ensure that it is kept up to date and be responsible for running accurate reports and ensuring that the input of information on the HR system is accurate. Also a main part of the role is to manage effectively the HR inbox and ensure that emails are responded to in a timely manner and that HR advisory emails are passed on to the appropriate members of the HR team.

The post holder will be required to work independently to maintain and prioritise their varied and busy workload, providing support to the HR Manager and other members of the team by providing excellent HR Administration support/data input and organisation of training, recruitment, payroll, HR database (iTrent) and Learning and Development and maintaining the recruitment system on iTrent.

3 MAIN RESPONSIBILITIES

Approx. %
of time

Database Management on iTrent – sickness input / data input / system administration/payroll changes / preparation of payroll information in conjunction with finance/configuration and maintaining of system including but not limited to these aspects Responsible for the HR database (i-trent) system ensuring that all information is up to date and accurate and in compliance with legislation. Responsible to ensure that all reports that are run are accurate and up to date	20%
Ensure that HR inbox queries are dealt with in a timely manner and any advisory emails passed on to an appropriate member of the HR team	15%
Recruitment – end to end process - ensuring compliant with current legislation and in addition building and maintaining recruitment system on i-trent	25%
Training – organisation and administration of courses, including any courses on Bethany Academy - mandatory training / induction / SVQ administration and liaison in conjunction with the HR Manager	15%
Co-ordinating services and documentation relating to the employee journey.	5%
Forming and maintaining all aspects of staff records including training records	5%
Sending and processing PVG and disclosure applications	5%
Preparing purchase orders and processing invoices	5%
Undertake projects and other tasks, as required by the HR Manager and support other members of the HR team to further improve the effectiveness and efficiency of the organisation.	5%

4 PLANNING AND ORGANISING

- The post holder will be responsible for processing the monthly payroll changes in conjunction with the finance team.
- The post holder will work with the iTrent database to ensure that any sickness absence has been recorded by their line manager
- The post holder will also be responsible for system administration of iTrent looking at security and work flows.
- The post holder will oversee the end to end recruitment process whilst complying with up to date legislation on iTrent and maintaining the system. This will involve assisting managers with their recruitment needs through liaison with advertisers, processing applications, coordinating interview process, processing PVG forms and administering offers / contracts. This will also involve organising recruitment events.
- The post holder will be responsible for co-ordinating and administering training courses and liaising with external training bodies, as required, together with the internal induction process.
- The post holder will provide L&D Administration to the HR Manager.
- The post holder will be responsible for maintaining the online training system.
- The post holder is responsible for data migration between iTrent and Bethany Academy and vice versa
- The post holder will be responsible for record keeping, assisting with staff surveys, spine calculator and benchmarking exercises.

5 PROBLEM SOLVING

- The ability to use initiative to solve problems.
- The post holder is required to manage their workload in line with changing priorities.

- A desire to develop the role to bring improvements and increased efficiencies.
- A willingness to embrace change and meet the changing needs of the organisation.

6 DECISION MAKING

- In consultation with the HR Manager, ensure that all recruitment, training and induction is in line with Bethany's policy and best practice and in compliance with current legislation
- In consultation with IT arrange iTrent updates
- The post holder will provide HR support for the organisation, integrating the organisational values into their work and demonstrating behaviours, which reflect these values.

7 KEY CONTACTS AND RELATIONSHIPS

- The post holder will work closely with all members of the HR team on a daily basis.
- The post holder will work with the finance team, in relation to payroll and invoice processing.
- The post holder will have contact with the Managers in the organisation in relation to processing recruitment, payroll and running of relevant reports
- The post holder will have contact with external providers including but not limited to training suppliers and also Skillgate (Bethany Academy), ONS and Midland HR

8 PERSON SPECIFICATION

Essential experience and skills required for this role:

- Sound HR Administration experience
- Excellent IT skills and proficiency in the use of HR software, Microsoft Office and also maintaining and enhancing the HR system
- Good working knowledge of Midland HR iTrent software or similar
- Knowledge of the legal requirements of the recruitment process including but not limited to eligibility to work in the UK processes
- Excellent team work skills
- Excellent organisational ability
- Excellent verbal and written communication skills

Desirable experience and skills required for this role:

- Accounting Software knowledge

9 QUALITIES AND ATTITUDES

- People focused and willing to serve the needs of others
- Flexibility and openness to change
- Credible and professional team worker
- Role model who consistently demonstrates Bethany's organisational culture, ethos and values

Culture

- Our standard is LOVE
- We SERVE others before ourselves

- We VALUE each person

Ethos

- Our mission is to relieve the suffering and meet the long term needs of the homeless and vulnerable people in Scotland
- To reach people and how compassion, love and respect

The post holder will be expected to promote a common understanding of what the organisation's values mean, and critical to success, consistently model the values in all activities and relationships.

10 DIMENSIONS

- The post holder reports to the HR Manager
- The post holder may be required to travel to and from various sites on occasions.
- The post holder may, from time to time, be expected to cover a variety of other roles within the division, aligned to the data input/administrative function and level, in order to sustain service delivery for the organisation.

11 JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION

The HR team delivers services on behalf of the organisation as a practical expression of Christian love in action.

The post holder is required to be in sympathy with the mission, ethos and values of Bethany Christian Trust

12 CREATION AND REVISION

Created	11 th March 2021
For Review	1 st November 2021
Reviewed	8 th December 2021