**ROLE PROFILE**

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| --- | --- | --- | --- | --- | --- |
| **Role Title** | | HR Administrator | **Location** | Bristol | |
| **Business Unit** | | HR | **Job Family** |  | |
| **Reports to Role Title** | | HR Services Manager | **Sub Family** |  | |
| **No.Direct Reports** | | 0 | **Channel** |  | |
| **No.Locations** | | 1 | **Financial** |  | |
| **Business Unit Respons.** | |  | **Other** |  | |
| **PURPOSE** | | | | | |
| * To support the HR Services Manager achieve the Right to Work audit actions * To transform the Employee personnel files to electronic versions * Support the creation of employee files for current employees where applicable | | | | | |
| **CORE ACCOUNTABILITIES** | | | | | |
| * Conduct a full audit of all employee files to establish where Right to Work documentation may be missing * Accurately record the findings on the project documentation * Report project updates back to the HR Services Manager on a regular basis, working towards the targets and project plan set * With the support of the HR Services Manager, gather any missing documentation through line manager engagement * Record and store any returns electronically * Scan documents and create electronic files where paper files are currently used | | | | | |
|  | **KNOWLEDGE/ EXPERIENCE/ SKILLS** | | | |  |
| * Proficient in MS Excel, Word, Outlook and Sharepoint * Ability to work unsupervised for periods of time * Work under pressure with the ability to meet deadlines * Ability to work well with others * Strong organisational skills * Thorough attention to detail * Good interpersonal skills | | | | | |