**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
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| **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
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|  | **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
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