

HR Administration Officer

Description

JOB TITLE: HR Administration Officer

SALARY: £8,825 – £11,661 pro rata per annum (based on a full-time salary range of £22,063 – £29,152 per annum – dependent on skills, qualifications and experience)

HOURS: 15 hours per week (max 10 hours as hybrid)

RESPONSIBLE TO: Resources Manager

RESPONSIBLE FOR: Duties as detailed below

PURPOSE OF JOB: To provide efficient administrative and business support for the Resources Team/Manager.

LOCATION: Portsmouth

Responsibilities

We are looking for an experienced HR Administration Officer to support the Resources Team/Manager. You will be part of the Resources team, who provide HR, Finance and facility support to the organisation. You will support the Resources Manager in the updating of HR records through the central HR monitoring system alongside supporting with other HR functions. You will work alongside the Resources team and team administrators within the venue to provide administrative cover for the Head office.

Qualifications

Motiv8 is a dynamic and exciting organisation to be a part of, with no one day the same.

As a HR Administration Officer, you will be undertaking a wide variety of activities to support the smooth running of the Resources Team. You will support the Resources Manager with HR functions such as updates to HR documentation and systems, employee and training records, recruitment/onboarding whilst also providing wider support to the Resources team, including supporting with petty cash, expenses etc.

WHAT TO EXPECT

Your work will be varied but you will be part of a strong and vibrant team. You will work under the management of the Resources Manager to provide HR administrative support on all aspects of the employee life cycle. The role will require attention to detail and an appreciation of the importance of confidentiality and professionalism when dealing with employee data. The role will be central to the maintenance of HR records, systems and processes and will need to ensure the delivery and accuracy of these in a timely and efficient manner

Job Benefits

Hiring organization

Motiv8 South

Employment Type

Part-time

Duration of employment

Permanent

Job Location

Units 2 and 3 Cumberland Gate,
Cumberland Business Centre,
Portsmouth, Hants

Working Hours

15 hours per week (max 10 as hybrid)

Base Salary

£ 8825 - £ 11661

Date posted

March 15, 2024

Valid through

05.04.2024

In return for your hard work, we offer:

- Annual leave: 24 days for the first 5 years increasing to 27 days after 5 years and additional holiday for further long service
- Holiday purchase scheme to provide additional flexibility.
- Pension contribution of 3%
- Continued wellbeing and welfare support to staff, through regular supervision, appraisals, staff feedback and access to support networks and 24 hour counselling access through the company Employee Assistance Program.
- A comprehensive training package, to provide you with personal and professional development and to support your continuous professional development
- Thorough induction into core modules of work, providing you with a solid grounding in the field
- Job role progression routes through a company competency framework
- A challenging but rewarding work environment where you can make a difference
- A value driven culture that focuses on the employee and their needs
- Positive work culture – holding an Investors in People Platinum accreditation

Contacts

To apply for this role, please visit our recruitment portal and upload your CV and covering letter, making sure that you outline your experience and knowledge of the following 3 areas:

- Administration Experience
- Experience of working within an HR department
- Knowledge of HR principals, practices and regulations

[Link to recruitment portal](#)

To see the full application pack for this role, please click [here](#)

To see a copy of the full job description and person specification, please click [here](#)

The closing date for this role is **midday on 5 April 2024**

If you have any queries regarding this role, please contact Marina Tuck marina.tuck@motiv8south.org.uk.