



HR ADMINISTRATOR

Job Description

Job Title	HR Administrator
Department	Department of Support and Administrative Services
Reports To	HR Manager
Number of Reports	0
Contract Type	Permanent
Hours of Work	37.5 hours per week
Location	St Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA
Travel Requirement	Occasional travel across the diocese may be required
Hybrid/Flexible Working	Office based, 5 days per week

1. Job Purpose

The HR Administrator is responsible for providing professional HR support across a variety of HR functions, including recruitment and onboarding, learning & development, record management, HR system maintenance, and employee documentation. This role supports the HR team to ensure the smooth running of HR operations and is the first point of contact for employees and clergy.

2. Key Internal and External Relationships

- HR Manager, HR Advisor, Payroll Officer
- Head of Safeguarding
- Curia staff
- Parish priests and senior clergy within the Curia
- Parish employees

- HR system contact
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3. Key Responsibilities

- **Employee Record Management**

- Maintain and update records in the HR Information System
- Ensure all employee documentation (contracts, benefits, performance reviews) is current and legally compliant

- **Recruitment**

- Prepare job adverts: liaise with the HR Advisor/Manager on the detail; check dates for interview/ interview panel and their availability, room availability, and organise assessment tests if required. Post advert on intranet, LinkedIn and other relevant recruitment sites.
- Monitor the recruitment inbox and gather all applicants for review with the hiring manager/HR Advisor.
- Communicate with candidates for interview and manage appropriate regret letter for unsuccessful candidates before and after interview.
- Create the offer letter for the successful candidate, liaising with the hiring manager and HR Advisor on possible start dates/ DBS checks/RTW documents.
- Once the candidate has accepted and a start date agreed, create the full contract and calculate holiday entitlement for the remainder of the year. Manage the collection of references and right to work documents. Inform the manager of the date so that they can order the IT equipment.

- **Onboarding**

- Enter new starter details into the HR system
- Prepare onboarding documents for new starters (payroll, pension, DIS (beneficiaries completed)) and check that line managers have set up an onboarding programme
- Prepare statutory health & safety, cyber security training set up
- HR onboarding on the first day to include office orientation, fire exits, first aid, equipment such as laptop, keys, mobile phone, HR self-serve system
- Ensure the line manager has set up an onboarding programme

- **Payroll and Benefit Administration**

- Collate all payroll changes to be processed by the Payroll Officer each month – starters, leavers (check holiday outstanding/taken) pay uplifts, change of contractual hours, change of work patterns.
- Point of contact for pay queries from employees and refer to the Advisor/Manager
- Support the HR Manager with administration of benefits

- Annual salary review letters are administered correctly and attached in each file
- Annual salary review changes are updated in the HRIS system
- Advising benefits broker of employee changes and updating internal records.
- Producing pension letters according to auto-enrolment rules.
- Supporting with any ad-hoc payroll related tasks as and when required
- Responsible for actioning all HR related invoices for signature

- **Reporting & System Management**

Support the HR Manager with reporting as follows:

- Run monthly and annual HR reports from the HR system for the HR Manager for management and Board reporting.
- Run reports including absence management; starters and leavers; end of year holiday carry over
- Run reports on recruitment and vacancy status
- Run reports monthly for our life insurance benefit needed for the provider
- Provide reports for the pension provider
- Run reports for gender reporting, ethnicity reporting and any other employee data as required for regulatory reporting.

- **Learning & Development**

- Support the HR Manager in the administration of any training required across the diocese
- Ensure new employees have completed their onboarding training and log this in their training record in HRIS
- Ensure employees complete their refresher training on health & safety, cyber security & EDI training annually and update training records in HRIS
- Administer the further education programme, ensuring that any agreed courses are budgeted, all signatories have agreed terms, and the learner has signed the FE document agreeing to a sliding scale payback should they leave our employment within the given timeframe. Send a letter confirming terms to the learner.
- Organise, coordinate and track training courses as required, including producing any PowerPoint slides
- Update the HRIS system with any new training records

- **Employee Relations**

- Be the first point of contact for any employee relations issues and refer these to the HR Advisor/HR Manager
- Handle any issues with professionalism, confidentiality, sensitivity and discretion

- **Exit Interviews**

- Record exit interview data and add to reports for the HR Manager

- **Wellbeing**

- Promote the Employee Assistance Program

- **General Administration**

- Liaise with recruitment agencies as required
- Liaise with benefit providers as required
- Manage the HR inbox
- Provide administrative support to the HR Advisor and HR Manager on the 10 year mission plan
- Provide administrative support for performance appraisal roll out and records
- New system roll out – provide support and be the first point of contact to resolve any system issues
- Undertake and maintain regular data audits
- Provide administrative support for end of year processes such as holiday carry over and pro rata holiday calculations, mail merging annual salary review letters and electronic filing for each employee
- Maintain an inventory log of IT and other equipment such as keys, phones etc.
- Maintain the stationery cupboard
- Carry out ad hoc duties as requested by the HR Manager to support the overall HR function and diocesan goals

- **Volunteer Management**

- Respond to queries regarding volunteers

Values

- Role Model the Diocese core values of integrity, dignity, excellence, accountability, and stewardship and the ethos and values of the wider Catholic Church.
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HR Administrator

Person Specification

Competence, Expertise and Knowledge:	
Essential	<ul style="list-style-type: none">• Significant administrative experience in a similar or related HR role• Able to accurately maintain and manage employee records and HR databases• Highly developed interpersonal and communication skills, capable of engaging effectively with diverse stakeholders.• Expertise in HRIS systems, Microsoft packages and digital communication tools• Excellent organisational skills, including effective team working• Able to multitask and work under pressure in a busy environment• Knowledge of Data Protection legislation and experience of working within a confidential environment, handling sensitive data.• Able to apply ethical judgment to uphold HR standards and Diocesan values
Desirable	<ul style="list-style-type: none">• Studying for Level 5 qualification in HR Management or related HR discipline• Basic knowledge of employment law• Understands the basics of payroll and reward, including benefit enrolment and administration• Familiarity with the Catholic Church, its teachings, and liturgical practices.• Experience working in a parish, charity, or faith-based environment.

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Job Description Content Creator:	Alison Tait