



**HR Administrator**

**Fixed term – 6 months**

**Kingswood, Bristol**

**October 2009**

HR Administrator – Job Pack

Dear Applicant

**HR Administrator, Kingswood**

Thank you for your interest in a position with the Alzheimer's Society. Please find enclosed an information pack as requested.

We ask you to fill in your application carefully, giving all relevant information and in particular, setting out the ways in which you meet the competencies outlined in the job description. You should provide clear and concise examples of a time when you have had to use the necessary skills.

The application should be typed or completed in black ink. The panel will be considering the presentation of your application during the selection process.

If you wish to have an informal chat about the role please contact David Cottis, HR Adviser on 07715993341.

Your completed application and any additional papers should be returned to us by Midday on Tuesday, 10 November 2009. Late applications will not be accepted.

Interviews will be held on Tuesday, 17 November 2009.

**Please send your completed application form to:**

**HR Administrator  
Alzheimer's Society  
International House  
Bank Road  
Kingswood  
Bristol BS15 8LX**

**Or e-mail: [jemma.cattle@alzheimers.org.uk](mailto:jemma.cattle@alzheimers.org.uk)**

Thank you for your interest in employment with the Alzheimer's Society and we look forward to receiving your application.

Yours faithfully

Dawn Appleford  
HR MANAGER - WALES & WEST

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## **Information for Candidates**

### **Alzheimer's and Dementia**

Alzheimer's Society is concerned with all forms of dementia, of which Alzheimer's is the most common. Structural and chemical changes in the brain are responsible for the devastating effects of dementia which include deterioration of memory, confusion over time and place, changes in personality and behaviour together with the loss of everyday skills such as driving or telling the time and, as the condition progresses, the ability to wash or dress or even recognise friends.

More than 700,000 people in the UK have some form of dementia - one in 20 of those aged 65 or more and one in five of the over 80s. As the population ages we expect this figure to rise and demand for specific services to grow.

### **Alzheimer's Society**

Alzheimer's Society is the leading national care and research charity for people with all forms of dementia, their families and carers. We offer support, give information and advice, run day care and home care services, campaign for adequate benefits, proper assessment and high quality care and we fund research into the causes and possible treatments for dementia.

The Society delivers its services through a combination of national and local activity and last year provided help to over 100,000 people.

Alzheimer's Society is made up of approximately 240 local branch operations, varying in size from £10k to £600k pa, supported by a central office based in London. We employ approximately 1,800 staff and benefit from the time and commitment of up to 5,000 volunteers covering a range of duties from direct care to finance.

The Society has grown to this size in under 30 years, and is still ambitious. The challenge is to build on its successes, to actively pursue its growth and develop services across the country, whilst at the same time improving governance arrangements and the management of risk.

## **JOB DESCRIPTION**

**Title of Role:** HR Administrator  
**Salary:** £19,990  
**Location:** Kingswood, Bristol  
**Reports to:** HR Manager

### **Main purpose of Job**

Working in the Human Resources Department: -

- To provide a professional customer service focussed administrative and advisory service to the Society;
- To maintain a high level of customer service to enquirers to the department; and
- To maintain the confidentiality of HR information at all times.

### **Position in the organisation**

This position will be a member of the HR and Volunteer Development team supporting the HR Manager and HR Advisers and the Volunteer Development Manager and the relevant directorate on Society wide recruitment and HR and Volunteer matters.

### **The scope of the job**

- To maintain effective systems for administering the provision of HR as required by the Society;
- To be the first point of contact for staff, managers and candidates in relation to the provision of recruitment and selection and to maintain effective communication with all relevant parties; and
- To provide administrative support to the HR Manager, HR Advisers and Volunteer Development Manager as required.

### **Dimensions and limits of authority**

- Maintain accurate records of HR and Volunteer data and information;

### **Principle accountabilities:**

- To work with the HR team to maintain and improve the service provided by the HR Directorate to the society;
- Coordinate, prepare and place advertisements combined with related record keeping and invoice checking;
- Set up and maintain effective systems to administer the provision of recruitment and selection and other HR procedures within the Society;
- To support and advise managers in the preparation of HR documentation;

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- To develop and distribute letters and other relevant documentation;
- To maintain effective systems for monitoring Criminal Record Bureau checks and support the HR team in processing the checks;
- To prepare and draft offer letters and contracts of employment;
- To ensure that references and identity checks meet the Society's standards, ensuring that problem areas are brought to the immediate attention of the HR Manager;
- To support the wider HR team in the delivery of the team's operational objectives.

### **Managing Systems:**

- To set up a comprehensive filing system and ensure that all files are up to date;
- To be responsible for the department's management information systems, for the collection, retrieval and analysis of data in conjunction with the HR administration, payroll and pension systems;
- To develop and maintain accurate database records or HR processes;
- To ensure that all equality and diversity information is accurately collated.

### **Communication and liaison:**

- To deal with telephone, email and written enquiries and information requests;
- To establish and maintain good communication links between the HR team and organisations branches, area offices, regional offices and central services;
- To participate in organising internal and external events as required, including meetings and conferences.

### **Selection:**

- To participate, administer and advise on selection panels and tests as required.

To undertake any other duties or projects commensurate with the nature and grade of this post as required.

This job description is not prescriptive; it outlines the key tasks of the post and reflects the current position; it is subject to change in consultation with the postholder.

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**PERSON SPECIFICATION**

**HR Administrator**

All of the following requirements are essential and will be assessed from a combination of information provided from the application form, extended interview process, panel interview and references.

**Skills and knowledge**

- Excellent interpersonal skills
- Ability to work in a pro-active way and on own initiative and as part of a team
- Ability to work in a customer focussed environment
- Ability to contribute to the goals of the team
- Ability to prioritise workload and work in an organised way to meet tight deadlines
- Ability to provide managers with advise on recruitment and selection issues
- A willingness to gain an overview of the law relating to human resources and equality and diversity issues
- Experience of using Word for processing letters or other documentation
- Experience of inputting information into a human resources database or other type of database
- Ability to set up and maintain readily accessible filing systems
- Ability to communicate both verbally and in writing to a variety of audiences
- An understanding of and a commitment to equal opportunities

**Abilities**

- Demonstrate a methodical approach and strong attention to detail
- Organise and support selection panels
- Manage correspondence and enquiries in the absence of the HR Manager
- Collate and analyse data and produce reports
- Work on own initiative without close supervision
- Be flexible and adaptable
- Plan, prioritise and deliver to tight timescales
- Work effectively as part of a team
- Create and maintain effective working relationships with people at all levels

**Qualifications and experience:**

- Good standard of general education (e.g. GCSE or equivalent)
- Demonstrable experience of providing admin support

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- Demonstrable experience of working within an environment that demonstrates the ability to organise, prioritise and work both independently and as part of a team

## **JOB APPLICATION GUIDELINES**

The Alzheimer's Society aims to be an equal opportunities employer. We aim to treat every applicant fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be invited for interview, so it is important that you complete it with care. To help you, please follow these guidelines.

- 1.** Please complete all sections of the form.
- 2.** Please complete the application form in black ink, as it will be photocopied. Do not stick or glue paper to the back of the form – it gets caught in the photocopier. Please add a separate piece of paper instead.
- 3.** After reading the person specification and job description, think carefully about your application and consider to what extent you have the skills and experience necessary to meet the requirements of the post.
- 4.** Your last and present post allows you the opportunity to tell us about the work you are doing or have done in the past. Be as brief as you can, and use the personal statement at the back of the form to describe in more depth your skills, knowledge and experience relevant to the job.
- 5.** Under the section 'Education, qualifications and training' you are asked to state your qualifications or name a course that you attended. We do not need a full account of your education since your junior school days. It is sufficient to state that you have a specific number of 'A' levels and GCSEs unless you are asked for a specific qualification on the person specification, such as GCSE English. You should mention qualifications or training relevant to the post you are applying for.
- 6.** The personal statement is an important part of the application form and should be used to tell us how you meet the person specification. Always remember to specify your responsibilities rather than those of your section or department. Remember to explain how your current or previous experiences relate to the job you are applying for.
- 7.** Please ensure that your completed application form is returned by 5pm on the closing date stated on the advertisement. Do not attach any other documentation apart from the equal opportunity monitoring form. Any attachments, such as CVs, references or photocopies of your qualifications, will be disregarded and will not be seen by the selection panel.
- 8.** In order to make good use of the charity's money, your application will not be acknowledged unless you enclose a stamped addressed postcard or similar, nor will you hear from us unless you are selected to attend for interview.

## **INFORMATION FOR CANDIDATES**

### **Terms and conditions of employment**

Outlined below are some of the main terms and conditions of employment relevant to all employees of the Society.

#### **1. Probation**

All posts are subject to a probationary period of 12 weeks unless otherwise stated on the letter of appointment. During this probationary period, either party may give the other one-week's notice in writing to terminate the employment. After successful completion of the probationary period, the notice stated on your contract of employment will apply.

#### **2. Annual leave**

The holiday year runs from 1 April to 31 March. In each holiday year, in addition to bank and statutory holidays, the holiday entitlement will be in the first full year 25 days, scaled down according to start date. This then increases in line with service as follows: During the first full leave year and up to 2 leave years 25 days, third leave year 26 days, fourth leave year 27 days, fifth leave year 30 days. Holiday will be calculated on a pro-rata basis for part-time workers.

#### **3. Pension scheme**

The Society operates a group money purchase pension scheme arranged through Zurich. All employees may join the scheme on completion of the probationary period. Employees may contribute up to four per cent of their gross salary to the scheme and the Society will double the employee's contribution up to eight per cent of the employees' gross salary. The Society will not pay into a personal pension scheme.

#### **4. Salary payment**

All new employees are placed on a grade based on the Society's salary scheme, which is normally reviewed in April of each year.

The commencing salary is as stated in the letter of appointment. Salaries are paid in arrears on the 25th of each calendar month, by direct credit transfer into a bank or building society account. (If the 25th falls at a weekend, payment is made on the working day immediately prior to the 25<sup>th</sup>)

#### **5. Sick leave**

The Society operates an occupational sick pay scheme that is based on length of service with the Society.

#### **6. Retirement age**

The Society's retirement age is sixty-five. The Society has the discretion to extend employees contracts once the person reaches retirement age upon receipt of a request from the employee.

#### **7. No smoking**

The Society operates a no smoking policy.