



# Job Description

Job title		HR Administrator
Team		Resources
Contract type		Fixed term (6 months with possibility of extension)
Reporting to		Director of Global Resources
location		London Head Office and home
Hours of work		34.5 hours per week
Annual leave		26 days annual leave, plus bank holidays. Further days of leave will be earned after two years of service – see the employment handbook for details.
remuneration		£24,000 - £26,000 pa, plus benefits

## Our vision

**Our vision is a world where every working animal lives a life free from suffering and is treated with compassion**

## Our mission

**Our mission is to improve the welfare of working animals in the world's poorest communities. We do this through treatment, training and teaching. We TREAT by providing free veterinary care when animals suffer or when emergencies strike. We TRAIN by building expertise among vets and promoting humane care by animal owners. We TEACH children to develop positive beliefs, respect and compassion towards animals.**

## Summary of role

**As HR Administrator, you will be the key point of contact with SPANA's external HR service provider, acting on behalf of the Director of Global Resources, ensuring all matters are dealt with appropriately and in accordance with the policies and employment legislation as advised by SPANA's HR service provider.**

### Key Relationships



- Responsible to the Director of Global Resources
- Resources department
- SPANA's HR service provider

## Key responsibilities

- Ensuring all update HR policies are up to date and in line with legislation (as per HR service provider advice) and communicated to staff
- Provide basic advice to staff and managers on policies and procedures, passing to the Director of Global Resources / HR service provider as required
- Supporting internal and external enquiries and requests related to HR
- Performing data entry work, including updating records and databases for HR, financial and legal information, and providing reports as required for management
- Assisting with the process of recruitment, including vetting candidates, assisting with interviews and issuing employment contracts
- Setting up induction and training events and activities
- Undertaking research into suitable providers for HR and training needs
- Coordinate the Appraisal process, ensure appraisals are conducted and collate training needs into a report for review and action
- Researching and identifying permanent and temporary recruitment agencies for use as required
- Providing administrative support to the Resources Team
- Organising meetings and scheduling appointments for the Global Resources Director, take minutes and follow up HR actions as necessary
- Processing payroll and assisting with documentation of employee compensation and benefits
- Processing invoices linked to HR following company procedures
- Undertaking any reasonable instructions from the Senior Leadership Team commensurate with the scope of the role

**This job description is not an exhaustive and may be amended to changing needs of the charity.**

## PERSON SPECIFICATION

<p><b>KNOWLEDGE, TRAINING &amp;</b></p> 	<ul style="list-style-type: none"> <li>• Qualified to at least CIPD level 3, ideally level 5 or working toward it</li> </ul>
<p><b>EXPERIENCE</b></p> 	<ul style="list-style-type: none"> <li>• Practical experience of working in HR and up to date knowledge of employment law</li> <li>• High level working knowledge of Microsoft Office applications</li> <li>• Proven experience providing administration support team in a fast-paced environment and demonstrating effective time management with the ability to prioritise tasks and meet deadlines</li> </ul>

## SKILLS & ATTRIBUTES



- Able to maintain complete confidence in dealings with staff and to apply GDPR requirements to HR processes
- Able to work effectively on own initiative in a stand-alone HR position
- Strong interpersonal and communication (written and verbal) skills, with the ability to develop and maintain good working relationships with staff showing tact and discretion at all times
- The ability to work accurately, with attention to detail
- Ability to take, produce and follow up action notes of relevant meetings
- Consider yourself personable and happy to help others with a keen interest in improving processes
- A highly competent, collaborative, trustworthy and reliable staff member and colleague, who sets an excellent example for all those in the workplace
- Understanding of and commitment to SPANA's values and ethos

# Our values

## Excellence

- We are motivated by our colleagues, beneficiaries and supporters to be the best we can be.
- We seek excellence in our work and are not afraid to try new things.
- We are passionate and optimistic; we work through barriers to achieve success.
- We are brave and courageous in all aspects of our work.

## Respect

- We are tolerant and considerate of everyone's rights, cultures and beliefs.
- We treat everyone equally, with dignity and respect.
- We engage with sensitivity and compassion, taking time to listen and understand situations in order to make informed decisions.
- We empathise with our beneficiaries and use both kindness and our professional expertise to relieve their suffering.

## Integrity

- We use our resources ethically and consider SPANA's sustainability.
- We are accountable, taking responsibility for, and ownership of, our work.
- We make decisions with integrity and have the courage to stand by them.
- We act with honesty and humility and are not afraid to fail so that we can all learn.
- We are loyal and diligent in all aspects of our work, persevering to overcome challenges.

## Collaboration

- We cooperate as a team, empowering each other and the communities with which we work.
- We support one another, with a flexible and adaptable approach to get the job done.
- We share SPANA's vision, values and goals.
- We value everyone's contribution - their knowledge, skills and professional expertise - to achieve our collective goals.