

HR Recruitment Administrator



- **Department:** People
- **Location:** Rennie House, Tring / Peace Hospice, Watford with travel across sites
- **Reporting to:** HR Advisor

About us

Rennie Grove Peace Hospice Care started formally operating in July 2023, through the merger of two successful organisations, Rennie Grove Hospice Care and Peace Hospice Care. We offer exceptional, specialised and highly valued care, serving our local community of people affected by life-limiting illness or bereavement, across Herts and Bucks.

Our merger is bringing together the best of both organisations so that we can:

- **Serve** – our communities with a wider range of services.
- **Reach** – more local people
- **Strengthen** – our ability to secure more resources.

To enable every local person to receive the care they need, when they need it, wherever they need it.

About the role

The purpose of this role is to provide a professional and efficient HR administration support service.

Main duties and responsibilities



- Effectively managing day to day HR administration across all areas of the employee life cycle.
- Managing recruitment and onboarding service from start to finish.
- Update and maintain HR systems including Applicant Tracking System (ATS) and HR system.
- Continuous development of resourcing processes.
- Collaborating with wider People department.
- Prioritising workloads to meet deadlines, responding quickly to unexpected changes.
- Maintaining accurate records and strict confidentiality at all times.
- Acting as a Rennie Grove Peace ambassador within the community.

What you'll do in the role

Recruitment and Onboarding

- Autonomously manage recruitment and onboarding service from start to finish, providing a professional, personal and positive recruitment and onboarding experience to all applicants

- Responsible for checking recruitment inbox and categorising emails to team members and responding to emails as required. Making sure any work allocated to you is responded to within 3 working days.
- Preparing and posting job advertisements on ATS and other platforms, eg social media, NHS jobs, indeed, LinkedIn, online job boards etc.
- Working with recruiting managers to identify best advertising opportunities, referencing previous successes
- Completing HR sift against key criteria for the role and preparing applications for shortlisting.
- Coordinating interview procedures on ATS.
- Scheduling and coordinating interviews between candidates and hiring managers, via phone and ATS.
- Ensuring timely communication with candidates and managers regarding interview details and outcomes.
- Acting as the primary point of contact for candidates throughout the recruitment process.
- Engaging with and supporting the successful candidate throughout the pre starter and onboarding process, making sure they are kept up to date with progress on their checks and references.
- Creating and issuing offer letters, employment contracts, and all relevant documents, ensuring all terms and conditions are input accurately including rates of pay, annual leave entitlements.
- Coordinating pre-employment checks and references checks to comply with employment legislation and CQC requirements. E.g. eligibility of right to work in the UK, DBS applications, occupational health check, professional registration check, driving check.
- Updating induction spreadsheet to inform Learning & Development team of all new joiners.
- Maintaining and updating ATS and HR System, ensuring accuracy and completeness of all HR data.
- Updating payroll spreadsheet with new starter information to support monthly payroll preparation.
- Contributing to continuous improvement of HR/ Resourcing processes: bringing recommendations to team meetings. Completing any adjustments to documentation ready for use.
- Proposing new ideas and opportunities for the resourcing and talent team. Presenting agenda items and updates in People department meetings.
- Supporting with recruitment initiatives: developing, preparing and supporting as required.
- Working in collaboration with the Marketing team to promote recruitment campaigns: on social media; creating new articles and promotional staff stories for promoting working for Rennie Grove Peace.
- Promoting equality, diversity, and inclusion in all People department areas.

HR team support

- Providing general office cover, dealing with all HR enquiries, signposting, and referring up to other team members as needed.
- Supporting HR team priorities when required, to support HR priority work across the employee lifecycle as needed.
- Developing and maintaining a working knowledge of all HR processes, the Employee Handbook and HR policies, including those relating to absence and employee relations, to be able to answer basic queries and know when to escalate.
- Working closely with the other HR administrators to ensure consistency of work and process.

- Maintaining accurate employee records and information, recognising the importance and need for current and correct data on HR system and in electronic files.
- Carrying out monitoring / reporting on key areas as required.
- Working with the HR team volunteers, training and enabling them to support HR administration.

Personal / professional

- Comply with all Rennie Grove Peace policies and procedures.
- Maintain required organisational standards for all mandatory training.
- Keep up to date with current legislation relevant to role.
- Maintain and improve professional competence by attending training courses, study days and conferences as appropriate.
- Demonstrate ongoing personal and professional development in accordance with annual Individual Progress Review (IPR) system.
- Ensure that information (in any form) relation to patients, staff, volunteers, customers, and supporters is always protected and treated confidentially and complies with current data protection laws.
- If handling patient data, you should be aware of the Caldicott principles: You should be able to justify the purpose(s) of every proposed use or transfer. Do not use it unless it is necessary and use the minimum necessary.
- Attend relevant meetings as appropriate.

Health and safety

- Understand fire regulations and the action to be taken in the event of a fire.
- Report any accidents / incidents at work and record adverse incidents as appropriate.
- Follow all infection control policies and guidelines, ensuring staff appreciate preventing healthcare acquired infections and that infection control is the responsibility of all.
- Adhere to the safeguarding of vulnerable adults and children policies and procedures.

What you'll bring

Essential

- GCSE (or equivalent) in English and Maths and grades 4 and above / A to C (or equivalent).
- Proven experience of working as an administrator in a busy team.
- Administration experience including responsibility for checking accuracy of own work and customer services admin, data entry, database maintenance, spreadsheet maintenance, record keeping, letters and templates.
- Experience of working with managers and team members from across an organisation.
- Experience of contributing to continuous improvement of HR Processes.
- Proactive approach to managing services and work supporting managers, employees and customers to achieve successful outcomes Escalating as required.

- Good organisational and time management skills, with ability to multitask and prioritise when working under pressure.
- Excellent interpersonal skills to work positively with others as a team worker and build / maintain good working relationships at all levels.
- Communicates professionally / effectively verbally and in writing.
- Demonstrates accuracy / attention to detail.
- Experience of IT including Microsoft 365: Word / Excel / PowerPoint/ Teams/ SharePoint and email.
- Experience of using and maintaining Database systems.
- Be a perfect match with our values.

Desirable

- HR qualification.
- HR Administration experience including recruitment, compliance checks and onboarding .
- Knowledge of employment legislation / HR policies and procedures.
- Experience of supporting HR projects.
- Experience of working with volunteers.

This role will suit someone who:

- Has great attention to detail and understands the importance of accurate data.
- Can see the bigger picture of how their role is integral to team success and works as a team player.
- Is flexible, has a hands-on approach.
- Uses initiative to look for solutions and where improvements can be made, enjoys continuous development.
- Can build professional working relationships across Rennie Grove Peace to positively represent HR.
- Has a caring and empathetic approach.

A bit more about the role



Hours and location

- You'll work up to 37.5 hours a week.
- You'll be based at Rennie House, Unit 3 Tring Industrial Estate, Icknield Way, Tring, HP23 4JX with regular working from Peace Hospice Care, Peace Drive, Watford, WD17 3PH.
- Travel between all Rennie Grove Peace sites (shops and offices) will be required as part of this role.
- You may also be required to transfer to another place of work within the Rennie Grove Peace geographical area upon reasonable prior notice.
- There are currently opportunities for a flexible approach to office and home working to be agreed with your line manager.

Reporting lines

- You'll report to the HR Advisor.

- You'll be working closely with the HR Operations and Volunteering teams and due to the nature of the role, with all teams across Rennie Grove Peace.

A few other important requirements of the role

- Manual handling and/or heavy lifting: No
- Full, current valid UK driving Licence: Yes
- Access to a vehicle which can be used for work purposes: Yes.
- Car insurance, including business cover: Yes.
- Disclosure and Barring Service Check: Not required.

Other information

- This job description will be reviewed as part of your annual appraisal (IPR) and is not intended to be a complete list of responsibilities. To meet the ever-changing needs of the service you may be required to perform other duties within your capacity, appropriate with your grade, competence, professional qualifications, and general level of responsibility within the organisation.
- Further information on employee benefits can be found [here](#).
- Rennie Grove Peace commits to: Encouraging equality, diversity, and inclusion (EDI) in the workplace. Creating an environment in which individual differences and the contributions of our staff, potential staff and volunteers are recognised and valued and people are treated with dignity and respect. Applying the EDI Policy across all areas of recruitment, training, promotion, transfers, terms and conditions of employment, grievance and disciplinary procedures and decisions. Employing the best qualified staff based on aptitude and ability regardless of their background, providing equal opportunity for the advancement of all, including promotion and training.
- Rennie Grove Peace believes in providing appropriate training and development for all employees and you're encouraged to attend appropriate courses (internal and external).
- Rennie Grove Peace provides a high-quality service thanks to the enthusiasm and commitment of both staff and volunteers. We expect all staff to work positively alongside our volunteers and demonstrate our values (currently in development.)
- You will carry out your duties according to our Rennie Grove Peace philosophy, always acting in such a manner to justify public trust and confidence and to safeguard the interests and confidentiality of individual patients and their families.
- You should be always aware of the confidential nature of our work of Rennie Grove Peace.
- Rennie Grove Peace is a smoke-free organisation.