



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120  
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

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## **Job Pack**

### **HR Administrator**

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **Monday 19th April at 11.59pm** (just before midnight) and interviews will be held on **Wednesday 28th April**. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact **Kellie Horder** - [kellie@otrbristol.org.uk](mailto:kellie@otrbristol.org.uk)

### **Role Summary**

<b>Job Title</b>	HR Administrator
<b>Salary</b>	OTR Band A £18,638 - £21,734 fte   Starting salary £18,638fte (£14,910 pro rata)
<b>Hours</b>	30 hours (to be spread over a minimum of 4 days)
<b>Contract</b>	Permanent
<b>Leave</b>	Flexible - our basic annual leave entitlement is 20 statutory days (pro rata) plus 8 statutory holidays (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
<b>Pension</b>	With The People's Pension - up to 3% employer contribution on qualifying earnings
<b>Location</b>	Based at 8-10 West Street, Old Market, Bristol, BS2 0BH. You may be required to work from other OTR premises with reasonable notice.
<b>Accountable to</b>	HR Manager
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• As part of the Hive Team at OTR, to support the growth of the organisation, it's staff and volunteers, to expand our reach to more young people and their networks.</li><li>• To play a central role in ensuring our internal HR services are excellent, including our recruitment processes, staff appraisal systems, and learning &amp; development provision</li><li>• To provide proactive, comprehensive and professional day-to-day HR service to the managers, staff and volunteers</li><li>• To provide excellent administrative support, ensuring recruitment and employee lifecycle activities are managed appropriately and consistently</li></ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• HR Manager</li><li>• Hive Team</li><li>• Communications Team</li><li>• OTR Managers and wider staff team including volunteers and students</li><li>• External applicants</li><li>• OTR stakeholders</li></ul>

## Role Description

### HR Administration

- To coordinate each recruitment journey from beginning to end, delivering a quality experience to both applicants and recruiting managers. This will include managing the recruitment inbox and ATS system, responding efficiently to all queries via the email or telephone, arranging short-listing information and inviting candidates to interviews, completing employment checks (references, DBS, right to work) and preparing contracts.
- To coordinate the Induction Programme for all new people to OTR; providing all first day essentials and ensuring managers have the resources they need.
- To act as a System Administrator for PeopleHR, our online HR system; to update, maintain and audit the employee records held, ensuring the integrity and security of data is at the forefront of this.
- To contribute to the development and coordinate delivery of the internal training programme, liaising with the appropriate manager, advertising in collaboration with the Marketing & Communications Assistant.
- To oversee administration for the annual appraisal cycle, including keeping processes current according to best practice.
- Liaise with managers to ensure information relating to staff and volunteers is captured, reviewed and recorded on peopleHR (ie sickness, maternity)
- To carry out regular audits of PeopleHR (our online HR system), Workplace (our in house communication platform) and other information storing systems to ensure employee records are complete and up to date.
- To produce, using PeopleHR, relevant HR reporting for all aspects of the employment lifecycle as outlined by the HR Manager.
- To maintain confidentiality and discretion throughout all elements of the role.

### HR Support

- To ensure that all DBS checks are completed and updated in accordance with OTR's DBS policy and to liaise with the umbrella body on an ad hoc basis.
- Explore and promote wellbeing initiatives e.g. bike scheme, staff yoga, employee assistance programme.
- To organise and take accurate and relevant notes for meetings needing HR involvement as required.
- To represent the HR team in working groups that will benefit from an HR presence as directed by the HR Manager.
- To provide general support in ensuring staff health and wellbeing.
- To support the Facilities & Resources Manager in organising staff social events.

### HR Development

- To assist the HR Manager in the review and development of a variety of HR areas including appraisal, induction, diversity and inclusion and internal training programme.
- Suggest improvements to the HR service as the team and services develop

### General

- To engage in training and development appropriate to the role
- To commit to the core values of OTR, including young people's empowerment and participation
- To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding.
- To ensure all paper and electronic personal records are managed and stored safely at all times.
- To undertake such duties or tasks commensurate with the post from time to time, as directed by the HR Manager or a member of the senior management team.
- To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies.

## Person Specification

	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general standard of education or proven experience through practice</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD qualification or relevant HR experience</li> <li>• NVQ Business Administration or similar</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy administrative environment.</li> <li>• Experience in using databases to input, maintain and report on personal information.</li> <li>• Experience in delivering high standards of customer service.</li> <li>• Experience of working with confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of HR Administration and an understanding of HR processes</li> <li>• Experience of coordinating recruitment</li> <li>• Experience working in a SME or charity</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of and a genuine interest in the field of HR</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with G Suite</li> <li>• Knowledge of HR databases (PeopleHR)</li> <li>• Knowledge of Recruitment and Selection policies and best practice.</li> </ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Good administrative and organisational skills</li> <li>• Excellent verbal/written communication skills.</li> <li>• Able to deal confidently and tactfully with people at all levels.</li> <li>• Personal resilience and the capacity to work effectively and stay calm under pressure</li> <li>• The ability to build and maintain constructive relationships within a team</li> <li>• Ability to multitask and prioritise own workload</li> <li>• Thorough, with the ability to pay attention to detail while working quickly</li> <li>• Able to problem solve.</li> <li>• Ability to recognise and respect confidentiality and its limits.</li> <li>• Excellent computer and IT skills to enable the production of reports and spreadsheets.</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• An approachable and friendly personality</li> <li>• Values led with a personal commitment to equality, diversity, social justice and change.</li> <li>• A personal interest in and commitment to young people's mental health and wellbeing</li> <li>• Commitment to own professional development and willingness to undertake training necessary for the role</li> <li>• Resilient; able to model good self care.</li> </ul>	

# About us

What We Believe	What We Value	How We Behave
<ul style="list-style-type: none"><li>- All theoretical models are wrong, but all of them are useful</li><li>- Relationships are what make the difference</li><li>- Mental health is social and political as well as personal</li><li>- Social networks are more powerful than individual solutions</li><li>- Building on strengths and capabilities is more sustainable than meeting needs and vulnerabilities</li><li>- Participatory services are more effective than transactional ones</li><li>- Our work is a vocation</li></ul>	<ul style="list-style-type: none"><li>- Collaboration</li><li>- Diversity</li><li>- Learning</li><li>- Sharing</li><li>- Participation</li><li>- Self-efficacy</li><li>- Self-care</li><li>- Transparency</li><li>- Agency</li><li>- Creativity</li><li>- Social Action</li><li>- Pragmatism</li></ul>	<ul style="list-style-type: none"><li>- We're accommodating</li><li>- We're integrated</li><li>- We're thoughtful</li><li>- We're supportive</li><li>- We're open</li><li>- We're resourceful</li><li>- We're resilient</li><li>- We're communicative</li><li>- We're independent</li><li>- We're imaginative</li><li>- We're motivated</li><li>- We're adaptable</li></ul>