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| A | **Post Details** | | | | | | | |
|  | Job Title: | HR Admin Team Leader | Function: | Human Resources | | | | |
|  | Location: | Four More London | Unique Post Number: |  | | | | |
|  | Reports To: | HR Systems & Benefits Manager | Grade: | ASG | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | Administer the Company’s Occupational Health Providers and provide a comprehensive administrative service to the HR Services Team. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10 | Administer the Company’s Occupational Health Providers to include:   * Developing managers ability to fully utilise the service through training or 1-1 sessions * Providing reports, dealing with issues and managing the ‘Did Not Attends’ and F2 employees * Attending regular meetings with the providers to seek ways to improve the service * Creating and distributing monthly reports and booking HQ medicals * Distributing and inputting all medical results * Managing the unannounced D&A testing * Checking invoices   Manage the company’s employment referencing and ID card procedures to ensure compliance with Tfl requirements.  Administer the Company’s EAP & Voluntary benefits schemes, ensuring the correct information is communicated to both employees and benefit providers to enable maximum usage of their benefits  Lead, develop and motivate the HR Assistants to provide a comprehensive administrative service within the HR Services Team to specifically include employment references, ID cards, service and reward schemes and personal files.  Provide up to date information on new entrants, leavers and transfers to Rail Staff Travel to ensure employees are issued with the appropriate travel facilities in a timely manner.  Manage the process for obtaining employees ID cards and staff travel facilities when they leave the company.  Input relevant information onto the HR database including, new starts and medical results in a timely manner to ensure records are accurate and up to date.  Take notes at HR procedure meetings/hearing as required by the HR Services Team and the Head of Employee Relations.  Undertake projects / tasks to support the HR Systems & Benefits Manager.  Manage weekly attendance sheet for the HR Services team. | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST | | | | Yes |  | No | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | **🗸** |
|  |  | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | None | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1 |  | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1 | Working with the managers and Occupational Health Provider and being able to challenge these parties when decisions need to be made on process and outcome of medicals. | | | | | | | |

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| G | **Person Specification** | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | |
| G1 | Experience, Knowledge & Qualifications Good working knowledge of IT systems to include Word and Excel  Good communication skills and the ability to get on with people at all levels  Administration experience including note taking and preparing reports.  Previous experience of administration, preferably in an HR Department  Good educational background  Working towards or completion of CHRP | | | | |
| G2 | Skills (including any specific safety critical competencies) Strong interpersonal and communication skills both written and verbal  Highly organised and able to work well under pressure  Accurate administration with meticulous record keeping skills  A flexible and co-operative approach to work  Able to take a broader view and empathise with others. | | | | |
| G3 | Behaviours Professionalism  Honesty and integrity  Teamwork, sharing and supportive | | | | |
| G4 | **Other** | | | | |
| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: | |  | | |
| H2 | Financial – Other: | |  | | |
| H3 | Staff Responsibilities – Direct: | | 2 | | |
| H4 | Staff Responsibilities – Other: | |  | | |
| H5 | Any Other Statistical Data: | |  | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | Pat Davis | | Date: | 15 June 2015 |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |