

HR Administrator

Primary Work location: Warwick with occasional travel to Coventry

Department: People Services

Reports to: HR Lead

Direct reports: none

The Myton Hospices Values



Role purpose:

To be responsible for administrative People Team processes and provide general support to the HR Team. This will enable the HR Team to best advise and support Myton Hospice in managing its people.

Main Duties & Responsibilities

Recruitment

- Posting jobs, sending out actual offers (overseen and supported by the Resourcing and Reward officer)
- Arranging and carrying out pre-employment document checks (overseen by the R&P officer)
- Supporting direct patient facing managers with interview arrangements & supporting organisation of any larger scale recruitment events like open days
- Ensure that all recruitment and new starter related documents are appropriately scanned, filed and input where required into the HR system,

and that all recruitment related documents are either retained or destroyed as appropriate in line with GDPR best practice

Supporting Employment Processes

- Producing standard employment correspondence such as for contract variations, probationary periods; pay review letters and other changes to employment arrangements
- Respond to reference requests.
- Carrying out processes for employees leaving the organisation.
- Track and administer required DBS renewals in line with DBS policy
- Track sick pay entitlement for employees on long term sickness
- Issuing Eye Test vouchers

Information Management and Data Reporting

- Ensure that all relevant documents are digitally filed into employee files, and carry out archiving/destruction in line with GDPR and Myton policies
- Assist with updating details on the HR and Payroll system and other HR records and systems, as directed by HR team members
- Prepare regular headcount and recruitment data reports
- Maintain confidentiality and security of HR information

General Support

- Be a key point of contact for the HR Team and providing a good standard of customer service
- Signposting employees and managers to relevant HR policies, procedures and schemes
- Track and monitor all People Team related policy renewal dates to prompt completion of reviews and updates
- On occasion, required to provide administrative support to other teams in the organisation

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data Protection

It is a requirement of employment with Myton that all staff must comply with the Data Protection Act 2018 and UK GDPR. It is the duty of all staff employed by Myton to

uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

Safeguarding Vulnerable Adults and Children

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Last reviewed August 2025