

Job Title	HR ADMINISTRATOR		Reports to	Chief Operating Officer
Job Purpose	This is a part-time role (2 days per week). The main purpose of the role is to provide HR administration services to the Specialist Pharmacy and Marion Gluck Clinic, you will be a main point of contact for various HR queries. You will work with senior staff to undertake tasks at every stage of the employment life cycle.			
Main Duties and Responsibilities				
Recruitment, Onboarding & Offboarding	<ul style="list-style-type: none"> ○ Participate in all recruitment of new employees; liaising with managers to professionally carry out recruitment activities ○ Working with recruitment agencies and recruitment platforms to source suitable candidates ○ Review candidate applications / set up interviews / give feedback ○ Be involved in all stages of the onboarding process – pre-employment checks, references etc. ○ Ensure DBS certification is actioned in timely manner ○ Ensure effective offboarding of staff who are exiting the company. ○ 			
HR Administration	<ul style="list-style-type: none"> ○ Collaborate with managers on employee performance appraisals, ensuring the HR System (Citrus) is kept fully up to date ○ Handle employee queries and concerns as required ○ Issue employment correspondence, contract variation letters, etc. ○ Collaborate with senior staff to ensure compliance with HR policies ○ Maintain employee records in Citrus ○ Handle payroll queries ○ Assist with a range of employment matters ○ Contribute to staff development activities, liaising with managers as required ○ Assist with addressing employee wellbeing support, e.g. return to work interviews. 			
HR Policies	<ul style="list-style-type: none"> ○ Update company HR policies ○ Liaise with managers in to handle maternity, paternity, shared parental leave, request for flexible work ○ Assist with developing new HR policies 			
Service Improvement	<ul style="list-style-type: none"> ○ Collaborate with managers to improve the efficiency of HR arrangements. 			
Skills Required	<ul style="list-style-type: none"> ○ Must be able to maintain confidentiality as role involves managing high levels of sensitive, confidential information ○ CIPD qualified or working towards certification ○ Ability to problem solve and action change effectively with minimum supervision 			

	<ul style="list-style-type: none"> ○ High level of attention to detail ○ Excellent organisational skills ○ Basic computer skills essential ○ Flexible and adaptable to in terms of the allocation of working hours across the week.
<p>Colleagues at Gluck Holdings Ltd should be ...</p>	<ul style="list-style-type: none"> ○ Able to Institute leadership, help people do a better job. ○ Customer Focused, at the forefront of providing service excellence. ○ Action Oriented, able to take on new challenges with enthusiasm. ○ Trustworthy, able to gain the confidence and trust of others easily and honour commitments. ○ Innovative, able to spot opportunities to do things better and share best practice. ○ Collaborative, building and maintaining strong working relationships and working with colleagues to meet shared goals. ○ Cultivating Innovation, embracing the concept that the business should never stand still, challenging the status quo and not settle for anything but #1. ○ Strategically Minded, comfortable to shift their thinking between the short and long term to lead us towards future success. ○ Collaborative, modelling collaboration at all levels and promoting high visibility of shared contributions to goals.