


Cumbria Constabulary HAY JOB PROFILE			
Job Title:	HR Administrator - General	Department:	Human Resources
Reports To:	HR Manager	Location:	Police HQ, Penrith

This job profile has been written primarily for evaluation purposes and may not detail some less major duties allocated to the post holder, nor cover duties of a similar nature, commensurate with the grade, which may from time to time be reasonably required by the relevant manager.

It is the responsibility of the individual employee to comply with the Cumbria Constabulary Health & Safety Policy and all other relevant Health & Safety legislation.

1. JOB PURPOSE

To provide administrative support to the HR Team in providing a comprehensive HR Service to Managers and Staff throughout the Constabulary. To create, maintain and manage effective management information systems.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 Provide clerical and administrative support to the HR Team.
- 2.2 Maintain electronic filing systems and administrative procedures.
- 2.3 Deal with enquiries and act as a point of contact to a number of internal and external individuals, providing relevant information and gathering correct information over the telephone, email or face to face on all aspects of HR.
- 2.4 Liaise with other key departments as required.
- 2.5 Participate in meetings when appropriate.
- 2.6 To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

2 DIMENSIONS

The post holder has no supervisory responsibility but will be required to prioritise work. The post holder contributes to the efficient operation of the department.

3 KEY FEATURES

4.1 Framework and Boundaries

The post holder works within a number of defined processes and whilst line management is the HR Manager, will work closely with the HR Assistants and Officers.

4.2 Important Working Relationships

Internal

Title
HR Assistant / Manager
HR Team
Internal Departments

External

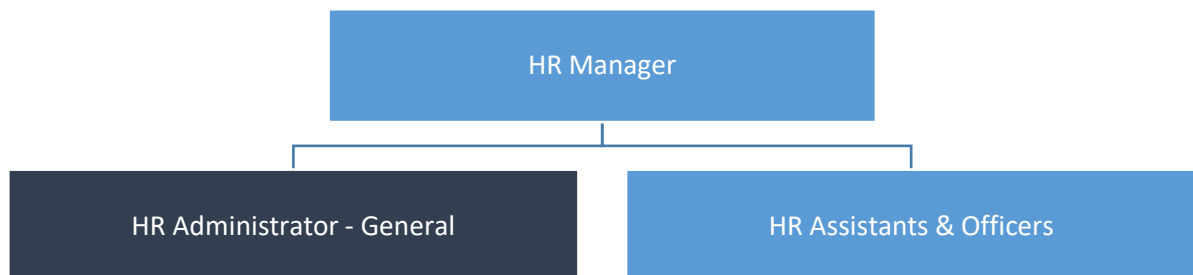
Other police forces

4.3 Major Challenges

To ensure the administrative functions of HR are managed and maintained. The post holder will work in an environment where conflicting priorities require careful balancing to ensure services are delivered.

The post holder will need to ensure records data is produced timely and is highly accurate to ensure information is readily available.

5 ORGANISATION CHART



CUMBRIA CONSTABULARY PERSON SPECIFICATION

JOB: HR Administrator - General

LOCATION: Police HQ

	Essential	Desirable
<p>Experience & Knowledge</p> <p>Skills & competencies required.</p> <p>E.g. Geographical knowledge of the area, familiarity with certain legislation.</p>	<p>Experience of working in an administration environment</p> <p>Experience of accurate recording on systems including data input & retrieval</p> <p>Point of contact for people, evidence of dealing with a variety of individuals</p> <p>Experience of dealing with confidentiality</p>	<p>Previous HR experience</p>
<p>Education & Training</p> <p>General education</p> <p>Specialist training</p>	<p>Minimum of GCSE in Maths & English Level 4 or equivalent</p> <p>IT literate in particular MS office applications</p>	<p>Use of systems</p>
<p>CVF Level 1</p>	<p>Emotional Awareness</p> <p>Taking Ownership</p> <p>Critical Analysis</p> <p>Openness to Change</p> <p>Deliver Support & Inspire</p> <p>Collaborative</p>	
<p>Circumstances</p> <p>E.g. Driving licence/mobility</p> <p>Shift working</p> <p>Unusual/irregular working hours</p> <p>Standby/callout</p>		