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HR Administrator – 12m FTC (maternity cover)

The Role:

We are seeking an HR Administrator to provide maternity cover for a period of 12 months, working with the HR team to provide an efficient and streamlined service to the business with regard to all HR-related administrative tasks.

This role has a wide remit which includes all HR admin plus responsibility for the co-ordination of Company benefits, occupational health surveillance and Company car scheme, via our providers.

This role could suit an enthusiastic individual looking to get into HR and with a desire to gain a wide range of HR administrative experience, or someone with relevant experience who would like to broaden their skills.

Key Responsibilities:

Pre-employment

- Work with the HR team and the recruitment team to ensure knowledge of offers and potential new starters is up to date, in order to maintain a smooth process from authority to recruit to new starter stage, including the production of timely and accurate offer letters
- Administer the new starter process
- Verify all starters' ID and right to work in the UK
- Make up starter packs and issue email offers, including pre-employment medicals
- Input starter details onto system
- Liaise with managers to administer the probation process

General HR administration

- Administer contract changes upon appropriate authorisation
- Completion of payroll spreadsheet including starters, leavers and contract changes
- Provide references for ex-employees or tenancy references for existing employees
- Liaise with managers and Payroll to administer the leaver process
- Deal with invoices, seeking authorisation and arranging payment
- Carry out administration of Occupational Health scheme and liaison with provider, checking and filing all health surveillance / D&A testing records
- Ensure absence recording and liaison with Payroll
- Produce monthly and ad-hoc reports
- Collation of PDRs and producing reports
- Maintain an accurate and secure filing and personnel records system
- Assist with department mailshots and/or mass system input
- Open and distribute incoming post

Employee benefits administration

- Administer Flexible Benefits scheme
- Administer Company car scheme, including liaison with providers, reporting and providing advice to employees regarding all aspects of the company car and car allowance arrangements
- Assist with queries regarding online mileage management system
- Ensure all required documentation is obtained for employees in the Car allowance scheme

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Key measures & targets:

New starters to be input to system with appropriate ID and eligibility to work in the UK having been checked and verified
New starter set up to be done accurately and with regard to agreed SLAs, observing necessary deadlines for payment
All offers of employment to be fully authorised prior to issue, in line with corporate governance
Reporting deadlines to be consistently met

Key relationships:

HR Team
All levels of staff within the Company

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Excellent eye for detail
GCSE English and Maths at grade A-C or equivalent
Exceptional organisational and communication skills
Ability to prioritise workload and consistently meet deadlines
Ability to use Microsoft Office suite
Ability to communicate at all levels
Possession of a confident but helpful manner
The ability to maintain confidentiality at all times and in all circumstances

Desirable

Previous HR administration experience
Knowledge and use of a personnel records system
Experience in the administration of flexible benefits and car fleet

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company

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employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.