

#### **HR Administrator**

Job Title: Reporting to: Location: Contract Type: Date advertised: Date last reviewed HR Administrator Workforce & Payroll Manager Manchester, 3 Piccadilly Fixed Term 12 months Dec 2024, Internal & External Advert October 24

### About Salix

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ over 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

#### Why work for us?

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.



Recognizing that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

#### Key responsibilities and duties

Salix are looking for an experienced Administrator. The successful candidate will be motivated and a strong team player. The primary responsibilities of the successful candidates is to effectively support the needs of the People and Excellence Team, providing administrative support.

Duties include but are not limited to the below. This is not an exhaustive list and the successful candidates will complete other duties commensurate within the grade.

<u>HR Duties, supporting the People team & the Brilliant Basics function.</u> Successful candidates will provide administrative support to the People team.

- Organisation skills, ability to perform tasks and prioritise work, especially when there are conflicting demands
- Work effectively under pressure
- Organise and maintain personnel records
- Update internal databases, record sickness or maternity/paternity leave
- Raising purchase orders with accounts & checking invoices on receipt
- Responding to basic queries from staff regarding the online HR system
- Creating new accounts on the HR system for new starters
- Updating the online system with data and filing documents
- Storing and maintaining confidential information and documents in a timely manner
- The ability to create and edit HR documents
- Preparing recruitment packs for the interview panel
- Scanning/filing completed recruitment documents following interview
- Keeping key documents up to date (e.g. updating the organisation chart)
- Assisting the team with scheduling training and confirming the availability of attendees
- Using the Salix Intranet to announce HR news and events.
- Ensuring that exit interviews are scheduled
- Setting up meeting rooms for training or requesting requirements with the Landlord
- Organising pension meetings
- Spot checks on staff training records to ensure they are being updated by staff
- Assisting the team to produce data for monthly reporting
- Helping the team manage diaries and organise team meetings
- Book meeting rooms for team meetings or training
- Typing of documents



- Onboarding new starters. conducting HR inductions being the first point of contact for queries
- Assisting the payroll manager with payroll tasks
- Manage the organisational charts

## Salary

• £27,500pa

# **Employee benefits**

- 28 days annual leave
- CSSC Membership
- Cycle to work scheme
- Contributory Pension scheme
- Season ticket loans
- Training
- Access to Employee Assistance Programme

# Appointment process

The Person Specification for this position can be found in Appendix 1. All criteria outlined in the specification are considered essential and will be assessed through a combination of the CV and interview.

All applicants must have the right to work in the UK.

### Appointment timetable

- Shortlisted candidates will be invited to interview at an agreed time/date.
- Start in post by mutual agreement.
- This advert will be removed once the post is filled.

# Application information

If you wish to apply for this role, please submit the following to salixapplications@ivyrockpartners.com

- 1. An up to date **CV**
- 2. Equality monitoring form (available to download here)
- 3. Please state your availability for the planned interview period quoted in the appointment timetable as part of your application submission email



CRITERIA	DESCRIPTION
QUALIFICATIONS	• GCSE's in Maths and English grade A-C or
-	BTec diploma in administration or
	Equivalent
	Evidence of self-development
SKILLS AND	• Ability to work independently and within a
ABILITIES	team
	Demonstrate relevant office experience
	either in a paid or voluntary capacity
	<ul> <li>Strong IT knowledge with ability to</li> </ul>
	effectively use a range of Microsoft
	packages. Knowledge of Excel, Word,
	Power Point, Teams, databases, online HR
	systems
	Communicates effectively, confidently and
	assertively both in writing and when
	speaking
	Fosters collaborative and co-ordinated
	working across teams and in partnership
	<ul> <li>with other organisations</li> <li>Presents a credible and positive image</li> </ul>
	both internally and externally
	Pays close attention to detail, ensuring
	work is delivered on time and to a high
	standard
	Effective time management and ability to
	set realistic timescales for work delivery
	Self-motivated and good organisational
	skills
	Good interpersonal skills
	Experience of and ability to keep
	information confidential in the workplace
	Willingness to learn and commitment to
	personal development and training
	Demonstrate and understand equal
	opportunities

Key:

 $\checkmark$  = key criteria