

Human Resources Administrator
The Honourable Society of the Middle Temple – City of London
£24,000 plus excellent benefits

The Inn

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources including accommodation, dining facilities, a library and other training. The HR function supports and advises all of the Inn's staff as well as the Council of the Inns of Court (COIC), approximately 130 employees and workers in total. Due to the nature of the organisation the Inn's staff is made up from a diverse range of roles. This makes the work carried out by the HR department very varied and interesting and is a fantastic opportunity for somebody looking to develop a career in HR to gain a broad experience of HR practices.

The role

We are looking for a Human Resources Administrator to support the Human Resources team in delivering the full range of HR services to the Inn.

Requirements

The successful candidate will have:

- A degree, ideally in a Humanities related subject.
- Strong administration experience within a HR environment.
- Excellent communication and interpersonal skills.

How to apply

If you wish to apply please send your CV and a covering letter detailing why you believe you are the right person for the role to Sophie Frankis, Head of Human Resources at recruitment@middletemple.org.uk. The closing date for applications is **Sunday 14th July 2019**.

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us by 9th August 2019, please assume your application has not been successful on this occasion.

Middle Temple is an Equal Opportunities employer.

Job Title:	Human Resources Administrator
Department:	Human Resources
Reports to:	Head of Human Resources
Job Purpose:	To fully support the Human Resources team in delivering the full range of HR services to the Inn.
Hours:	Monday – Friday 09:00 – 17:30

Duties & Responsibilities:

Administration/General

- Monitoring, recording and coding of invoices received by the HR department.
- Assist with the administration of the current suite of benefits (e.g. private healthcare, season ticket loans, eye test vouchers) provided to staff.
- Respond to staff queries regarding the current suite of benefits provided to staff.
- Monitor and update of the HR & Payroll database (ADP) - updating new employee details, starters, leavers, and changes.
- Act as HR Self Service system “champion” for the ADP system, providing training and guidance to staff.
- Assist with records management procedures in line with relevant legislation.
- Maintain a complete and accurate file for each employee of the Inn referencing all key employment documentation.
- General filing of confidential paperwork both electronically and in hard copy to personal files.
- Assist with monitoring and updating of the Inn’s absence and holiday records and provide monthly reports on attendance and trends.
- Assist with the maintenance of the staff Inn-tranet.
- Identify and implement staff wellbeing initiatives.
- Support the Human Resources team in the implementation of key projects.
- Acting as part of the face of HR, collaborate with staff and managers across the business to help resolve queries.
- Assist the Head of Human Resources in managing essential bi-annual cycles such as performance reviews, salary reviews, and training plans.
- Update staff training records on ADP system and in paper files.
- Arrange training courses for staff members as required.
- Monitor the Human Resources email inbox.
- Assist with ensuring all performance review forms are returned, logged and filed in a timely manner.
- Log performance review data (e.g. performance review scores and individual training needs and objectives) on relevant records.
- Take minutes at formal meetings as required.
- Assist the Head of Human Resources and HR Officer to complete annual policy review.

Recruitment

- Monitor recruitment inbox.
- Assist with the production of job adverts and job descriptions.
- Advertise vacancies on Middle Temple website and other relevant job boards.
- Screen CVs and put together short list of candidates for hiring manager to review.
- Contact unsuccessful candidates via email or telephone regarding the outcome of their application.

- Assist with the organisation of interviews
- Arrange for all necessary pre- and post- recruitment checks to take place prior to an offer of employment being confirmed. These include checking the candidate has the right to work in the UK and obtaining satisfactory employment references.

New Joiners and Leavers

- Arrange induction sessions for new joiners on their first morning including:
 - Mandatory training
 - A tour and introduction to staff
 - Ensuring joiner paperwork is complete
- Assist the Human Resources Officer to ensure that all necessary paperwork and administration is completed in a timely manner including:
 - New joiner paperwork is complete
 - Update HR system
 - Inform payroll of new joiner details
- Responsible for monitoring key probation dates (ensure mid-probation and end of probation meetings are arranged by manager and relevant forms are completed).
- Update relevant systems when an employee leaves (e.g. ADP, benefits providers, payroll)
- Assist Human Resources Officer with leaver's forms and leaver's letters.

Main responsibilities as employee:

Compliance with all policies and procedures of the Inn relating to employees as set out on the Inn-tranet, the Staff Handbook, your contract of employment and any other documents produced and issued from time to time.

Work within the Inn's formal governance structures. Any deviation to this must be agreed in advance with the Chief Executive and Under Treasurer.

Comply with all reasonable instructions given by the Chief Executive and Under Treasurer and by Governance Committees of the Inn or their nominated deputies. Maintain a positive attitude and constructive behaviour at work at all times.

The responsibilities in the Job Description are subject to change from time to time to reflect the changes in business requirements.

Person specification:

Skills and Experience	Essential	Desirable
Qualifications and Experience	<p>University level degree, ideally in a Humanities related subject.</p> <p>Strong administration experience required within a HR environment.</p>	<p>Experience of working in a membership organisation.</p> <p>Experience of assisting with different aspects of the employee lifecycle.</p> <p>Experience of working with HR and Payroll systems.</p>
Skills	<p>Excellent administrative skills.</p> <p>High-level organisational and planning skills with the ability to manage conflicting and competing demands effectively.</p> <p>Highly proficient in all Microsoft programmes, particularly Word, Outlook and Excel.</p> <p>Excellent written, presentation, oral communications, and interpersonal skills.</p>	
Personal qualities	<p>Calm under pressure, patient and measured.</p> <p>Strong working relationships developed at all levels within the organisation and with external suppliers.</p> <p>Positive, proactive and pragmatic approach.</p> <p>Tact, diplomacy, discretion, sound judgment and confidentiality.</p>	