

# Job Description

HR Administrator



Job Title	HR Administrator
Reports to	Chief Operations Officer
Directorate	Operations
Place of Work	British Rowing Headquarters, London & Caversham

## Job Purpose

To work with the COO to manage the HR support services for over 80 employees including recruitment, onboarding, the administrative aspects of the performance management, appraisal process and welfare management, split across 2 sites as well as a number of remotely based workers.

This role is responsible for supporting the effective management and development of British Rowing's employees within a high performing culture. This is a standalone HR role which sits in the Operations directorate supported by external resources.

## Responsibilities

- To support the advice given to employees and line managers on all HR related issues and proactively carry out any administrative tasks associated.
- To manage the administrative duties at all disciplinary, welfare or grievance procedures or other HR based meetings with any employee, taking notes of meetings and to keep accurate records of these.
- To co-ordinate the company's performance review process.
- To support line managers on the recruitment of all employees
- To maintain an up to date filing system, and personnel files for all employees.
- Co-ordinate the induction programme for all new staff and create improvements to the induction process.
- To keep records up to date and update any payroll changes with the finance department
- To support the organisation in maintaining its status as an Investor in People.
- To develop effective working relationships with Directors and fellow managers

*This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time*

## Person Specification

- At least 2 years' experience in a HR role
- Demonstrable administrative experience and a great organiser
- Ability to build and sustain relationships with a network of key people internally and externally.
- A positive and enthusiastic approach to work
- Excellent interpersonal, negotiation and communication skills
- Proven team player
- First-rate planning skills
- A strong commitment to, and understanding of, equality and diversity issues

- Any CIPD qualification is a bonus

## Additional Information

Standard working hours are 9:00 to 17:00 although flexibility is required in order to ensure core objectives are achieved.

## Equal Opportunities

British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.