



Application Pack

HR Administrator
(Maternity Cover – Full -Time)

Westminster Abbey

June 2018


WESTMINSTER ABBEY
FROM 1065 TO TODAY

Job Description

JOB TITLE: HR Administrator

ACCOUNTABLE TO: HR Manager (Senior)

KEY RELATIONSHIPS: Heads of Department; Supervisors; Employees.

BACKGROUND: Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising 300 employees and a greater number of volunteers.

JOB SUMMARY: To provide administrative support covering all HR matters including maintaining the HR database and other records, recruitment, payroll, L&D and pensions administration.

MAIN DUTIES AND RESPONSIBILITIES:

1. Maintaining the HR system for staff and maintain paper based HR records as appropriate.
2. Acting as the first point of contact for dealing with day to day HR queries such as sickness, holidays, pay, overtime and staff benefits.
3. Dealing with day-to-day administration of the department such as taking telephone messages, photocopying and dealing with large mail outs.
4. Maintain the HR database by entering starters, leavers and updated changes on to the system. Liaising with the appropriate Heads of Departments to check information where necessary.
5. Responsible for issuing standard letters, HR forms, contracts of employment and identity passes.
6. Produce regular and ad hoc management reports from the HR System, as requested by the Head of HR and HR Manager.
7. Work with the Learning & Development Manager to administer various documentation for training events and support with training logistics.
8. Assist with the administration of Criminal Record Checks.
9. Prepare the monthly information required for payroll, including starters, leavers and pay changes.
10. Responsible for the administration of the Abbey's recruitment processes, including placing and removing advertisements, dealing with enquiries from applicants, arranging interviews and producing information packs for interview panels.
11. Responsible for the in-house administration of the pension scheme, notifying joiners and leavers, ensuring that all deaths are dealt with sensitively and in a timely fashion, assisting with the annual return, obtaining pensions illustrations for members on request, facilitating

the resolution of member's queries through liaison with the Abbey's retained Pension Fund Administrators.

12. Ensure that the provisions of the Data Protection Act are adhered to at all times and that the security and confidentiality of the Abbey's information is safeguarded.
13. Undertake such other duties commensurate with the nature of the role as may be delegated by the HR Manager and Head of HR.

Person Specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Essential

Skills/Aptitudes:

1. Excellent written and verbal communication skills.
2. Able to plan own work to meet deadlines, work unsupervised and act on initiative when required.
3. Well organised with meticulous attention to detail.
4. Good IT skills, including Microsoft Word and Excel and the ability and experience of maintaining HR databases.
5. Basic understanding of the requirements of Data Protection legislation, and the ability to apply these.

Knowledge/Experience:

6. Proven experience of working in an administrative role.
7. Experience of working as part of a team.

Personal Attributes:

8. Able to work effectively as part of a small team, and build excellent working relationship with all departments in the Abbey.
9. Able to maintain confidentiality at all times.
10. Committed to Diversity and to act as a role model to promote the Abbey's Diversity policies at all times.
11. Commitment to the ethos and values of the Abbey and promote these through assisting to achieve excellence in the personnel policy and best practice.

Circumstances:

12. Flexible approach, able to work additional hours very occasionally as circumstances demand.

Desirable:

Knowledge/Experience:

13. Experience of either HR administration, or payroll or pensions administration.

14. Knowledge of iTrent

This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.

Working for Us

Salary

The salary is £24,663 per annum and is paid on the last Friday of each month. Salary is reviewed annually in October.

Working Hours

These are 40 hours per week.

Annual Holidays

The holiday entitlement is 31 days per annum including recognised public holidays, rising to 33 days per annum in the fifth year of service.

Training

Any training needs will be assessed through the probation period and in annual appraisals and an agreed personal development plan will be implemented.

Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo kiosks, which serve drinks and snacks.

Childcare Vouchers

Parents of children up to the age of 15 can use part of their salary to buy childcare vouchers.

Season Ticket Loan

A season ticket loan is offered after completion of a probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Equality Statement and How to Apply

Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

How to Apply

Please complete our application form as CVs will not be accepted.

Read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please send your completed application to:

The Human Resources Department
The Chapter Office
20 Dean's Yard
London
SW1P 3PA

or email it to us: applications@westminster-abbey.org

Applications should arrive no later than Friday 22nd June at noon.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, a medical and a Disclosure and Barring Service (DBS) check at enhanced level.

We regret that due to the large number of applications we receive we are only able to contact or provide feedback if you have been shortlisted for interview. We appreciate your interest in our work at the Westminster Abbey.