

Job Description:

HR Administrator – UK

General role information	
Job Title:	HR Administrator – UK
Reporting to:	HR Coordinator
Salary Band:	Band B: starting salary £20,900 (outer London) or £22,990 (London)
Notice period:	1 Month
Budget Responsibility?	No
Contract type?	Permanent
Direct Reports?	No
Client facing role?	No
Key stakeholders – internal?	Yes – MSI UK colleagues and wider HR team
Key stakeholders – external?	DBS supplier, competency check suppliers, Occupational Health, Reward programmes e.g. Perkbox
About MSI Reproductive Choices	
<p>Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally.</p> <p>As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care.</p> <p>At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us.</p>	
The department/team	
<p>The HR function is responsible for ensuring the appropriate, sustainable, organisational structure is in place for MSI Reproductive Choices UK to achieve its mission, goals and objectives. As custodians of the values and culture of the organisation, the HR team are responsible for the employment policies, procedures, practices and systems that govern the full colleague life cycle.</p>	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Job Description:

HR Administrator – UK

The role

As the HR Administrator you will provide end-to-end HR administrative support to the HR function for the UK team, ensuring all aspects of HR administration is conducted and completed in a timely and effective manner. In addition to the day-to-day activities, you will assist the HR service in the administration of the cyclical HR processes.

Key Responsibilities

HR Generalist

- Provide efficient and professional HR administrative support to the HR team, including the processing of change forms, leaver requests, probation documentation and reference requests
- Be the first point of contact for answering initial HR enquiries
- Liaising with stakeholders where necessary
- Providing advice and guidance to MSI UK colleagues on HR processes and procedures
- Promoting a culture of excellent customer service, in line with strict deadlines and timescales, whilst ensuring compliance with set policies
- Dealing with contract changes and updating the employees file details

Recruitment

- When required, support the new starter process by uploading new starters onto the HR System

Payroll

- Assist in all HR payroll administration where required and work closely with payroll to ensure all HR information is recorded accurately

Purchase Orders

- Manage the recording and approval of purchase orders (POs) and invoices and ensure invoices are coded accurately and efficiently, preventing additional charges

Compliance with UK Immigration Rules and Legislation

- Understand current UK immigration rules and legislation and ensure internal processes and systems are in place to guarantee all team members have eligibility to work in the UK

Information Management, Projects and Reporting

- Work with the HR Systems Analyst in pulling together accurate HR reports
- Support the HR team in ad-hoc projects.
- To undertake any duties appropriate with the post and as directed by the HR Team.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Job Description:

HR Administrator – UK

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: