



Human Resources Administrator

Job Description and Person Specification

Directorate:	Transformation and Change	Service:	Human Resources and Organisational Development
Responsible to:	Senior Human Resources Advisor	Responsible for:	N/A
Grade:	4		
Location:	Civic Centre, Poulton-le-Fylde		

Job Purpose:

To provide administrative support within the Human Resources section.

To provide administration support of the HR Systems.

Key Tasks & Responsibilities:

To provide administration of the council's recruitment and selection process, providing advice and guidance on a range of matters relating to recruitment and selection, including new starter inductions, internal transfers and leavers.

To assist in the operation, maintenance and development of HR systems including Crown, CHRIS21.

To administer changes to pay and conditions including supporting the implementation of restructure reports.

To record and monitor temporary appointments, probationary reviews and other changes to terms and conditions.

To assist with work experience placement requests from educational establishments and Government Schemes.

To assist in the calculation of annual leave, flexi and TOIL for managers and employees.

To develop and maintain the Human Resources SharePoint pages and folders including to publish news stories, updates to policies or announcements.

To raise purchase orders and process invoices as required.

To maintain electronic filing systems in line with data retention schedules.

To undertake any other duties commensurate with the grade as may be directed.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Good general level of education	Essential	Application/Interview
CIPD Level 3 Foundation Certificate in People Practice	Desirable	Application/Interview

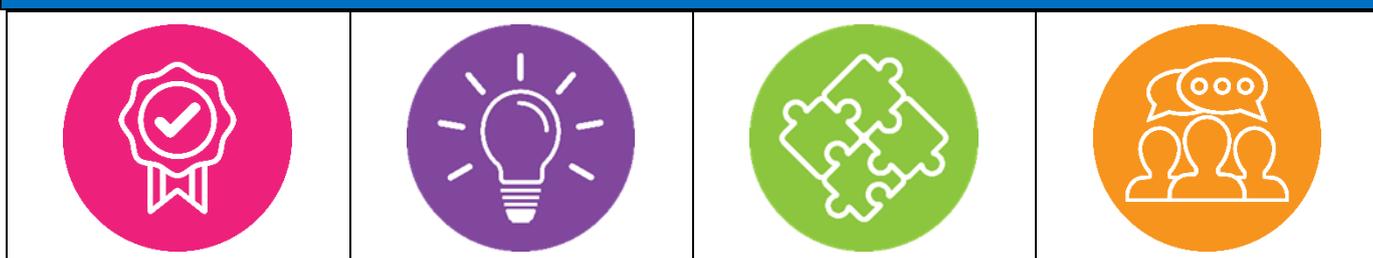
SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Ability to deal with council customers on a "one to one" basis, both in person and over the phone	Essential	Application/Interview
A good knowledge and understanding of recruitment and selection principles, specifically in a local government setting.	Desirable	Application/Interview

An understanding of local government terms and conditions	Desirable	Application/Interview
Ability to maintain client confidentiality	Essential	Application/Interview
Able to produce accurate documents to a high level.	Essential	Application/Interview
Effective personal communication and presentation skills, both verbal and written.	Essential	Application/Interview
Ability to use various computer software systems	Essential	Application/Interview
Excellent organisational and time management skills	Essential	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Previous experience and ability to work as part of a team.	Essential	Application/Interview
Experience in general clerical/administrative work	Essential	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**



Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: J Collier

Date: February 2026

Post Holder Signature:

Date: