New Forest DISTRICT COUNCIL | A place for you

# Human Resources Administrator

Candidate pack



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# Welcome from our Chief Executive

A warm welcome to new and potential employees from our Chief Executive, Kate Ryan.

One of the largest district council areas in the country, New Forest combines the beautiful and varied natural environment of a national park and coastline with thriving market towns. It's consistently ranked among the most desirable places to live in the country with the park at its heart and the majority of its 170,000 residents located on the periphery.

There's no escaping Hampshire's programme of Local Government Reorganisation, but along with our elected members and partners we are custodians of a unique and beautiful place, and our role for the next few years is to continue to create thriving and safe communities and a strong economy, providing homes, and supporting the most vulnerable, responding to the climate and nature impacts, and delivering excellent services that lead transitions in to a new authority.

The district will see major changes over the coming years. We also have the Solent Freeport, Totton Town Centre regeneration and a Strategic Asset Management Plan to deliver. We also deliver homes as a Council and work hard to meet the housing challenges in the area. We recognise that not all our communities are the same and work with our 37 town and parish councils and local partners to better understand and meet the needs of all our residents, including the most vulnerable.

At the heart of delivering our priorities is our staff. We are well on our way to meeting our aims of being an employer of choice and I firmly believe that having the best staff, who are well-supported, is key to delivering the best outcomes for our residents. Building on this, our transformation programme invests in our staff, develops the skills and technological infrastructure we need to modernise our services at pace to place our residents and staff in the best possible place for the future.

We are looking to recruit people passionate about making a difference to our unique place. We also want you to be inspired by our values. We provide a supportive environment to develop and deliver and we work hard to earn the respect and trust of our residents. 78% tell us they are satisfied with the way we run things, so if you would like to join a council with a reputation for innovation and proactive working to deliver even better outcomes to strengthen our local communities, we encourage you to learn more about our roles on our website, **newforest.gov.uk/jobs**.







## About us

With our main office based in Lyndhurst in the heart of the stunning New Forest National Park, New Forest District Council (NFDC) is an excellent place to work and thrive. We work together and with partners to provide a wide range of highly valued services to our community.

We believe that all our employees make a valuable contribution to the work of the council, and encourage a trusting and open culture where each employee is supported and respected, where ideas are actively sought, and self-development promoted.

93% of our residents think the New Forest is a great place to live. It really does have it all. It combines a stunning natural environment with thriving market towns whilst also including some of the south coast's biggest new developments. There are excellent schools and colleges as well as Bournemouth, Salisbury, and Southampton close by. The New Forest is a fascinating place that we will be delighted to introduce you to if you don't already know it.

## About the forest

New Forest district really does have it all. It's one of the largest district council areas in the country, and combines a stunning natural environment with thriving market towns whilst also including some of the south coast's biggest new developments.

## How to apply

To apply for this role, please see **newforest.gov.uk/jobs**. You'll be asked a few basic questions and then you'll be able to upload your CV and covering letter. Please remember to link your application to the job description at the end of this pack.





# Getting to us at Appletree Court

## Address:

Appletree Court

Beaulieu Road

Lyndhurst

Hampshire

SO43 7PA

## Parking:

You will be able to park on site for free. Visitor's spaces are free to use outside the main entrance to the building.

## Your interview:

If Lyndhurst, please allow plenty of time for your journey, as traffic in Lyndhurst can be rather heavy at times.

If you are invited to interview and there is anything we can reasonably adjust to make your experience more beneficial or constructive, please let us know at **hr.admin@nfdc.gov.uk**.

NFDC is committed to safe and fair recruitment, safeguarding and protecting those we serve. We make sure all our staff are vetted, selected, trained, and supervised fairly and to a high standard so that they can provide safe, effective, services to our communities.

# Our commitment to equality, diversity, and inclusion

We're committed to our policies encompassing equal opportunities for the whole workforce, through training and our inclusive culture at NFDC. We remove discrimination against any employee in their access to employment, training, working conditions, promotion, or dismissal.

## Equality objectives

Our external equality objectives are:

- to develop and provide services using data and insight to ensure that we meet the needs of our diverse communities

Our internal equality objectives are:

- to encourage diversity and champion equality within our workplace. We will develop and support an inclusive working environment where all staff are respected with zero tolerance of bullying and harassment

We are a member of the Disability Confident employer scheme. This means that we:

- seek to implement best practice in all ongoing and future work
- remove discrimination against any employee or applicant in their access to employment, training, working conditions, promotion or dismissal
- ensure our recruitment process is inclusive and accessible
- communicate and promote our vacancies in methods accessible for all
- offer interviews to any disabled person who meets the essential criteria for the role
- anticipate and make reasonable adjustments for staff and candidates, as required
- support existing employees who acquire a disability or long-term health condition

Find out more about the scheme at **gov.uk/government/collections/disability-confident-campaign**







# Our benefits

## Flexible hybrid working (role dependant)

For the majority of our roles we're adopting a hybrid way of working, mixing both home and office working to help you balance your work and home life.

This will vary depending on individual job roles and there will be some roles which can offer more flexibility than others. You are welcome to discuss what options might be available at interview.

In addition, we have family friendly policies and (role dependant) there could be flexibility around the hours that you work.

## Annual leave holiday entitlement

We offer a generous annual leave entitlement which includes:

- 28 days a year depending on the job you do, plus bank holidays and an extra day at Christmas
- an additional 5 days after 5 years of continuous local government service
- family friendly leave including maternity, paternity, adoption and parental leave - you could get up to a year off and that we pay more than the statutory minimum

## Pay

Our roles are graded on salary bands, and subject to good performance, employees have the opportunity to progress through the pay band.

Salaries are paid on 20th of each month for the whole of that month by credit transfer to your bank account. Where the 20th is a weekend or bank holiday the credit transfer will occur on the previous working day. Annual pay awards are determined under the national pay bargaining arrangements.

## Cycle to work scheme

This offers you a cost-effective way to purchase new cycling equipment.

The scheme is run by a salary sacrifice, which means that you won't need to pay tax or national insurance on the cost of your new bike and accessories, saving you between 33.25% to 43.25% on the total cost.

This reduced cost is simply deducted from your pay over 12 to 18 months.

Visit **www.cycle2work.info** for more information.

## Pension

The local government pension scheme is an excellent benefit.

At NFDC, we make it simple, and auto-enrol all our colleagues into the scheme.

Employees pay a percentage based on their salary (between 5.5% and 10.5%). Did you know that the council contribute 18.4% of your pensionable pay each month?  This amounts to thousands of pounds annually!

As a member of the scheme, you contribute to the scheme funds which enables you to build up a Defined Benefit (DB) pension pot. That means the Scheme will give you an income at your normal pension age linked to inflation which is guaranteed for life.

The benefits of the scheme are:

- an annual pension on retirement, based on the pension you build up
- a choice of tax-free lump sum when you retire
- payable from your normal pension age (usually liked to State Pension Age)
- voluntary retirement from age 55, normally reduced as it's being paid earlier
- an ill health pension from any age (subject to qualifying service)

A death in service lump sum of 3 times your pensionable pay, and a spouse, civil partner or cohabiting partner's pension, and eligible children's pension in the event of death

There's also a 50/50 section of the LGPS as an alternative to opting out. It is intended to be a temporary measure to assist members who may be suffering from financial hardship but still want their pension to grow. It allows you to remain in the scheme but pay half your normal contributions and build up half the normal pension. As a member of the 50/50 section you benefit from full life assurance cover, full ill health retirement cover, full survivor's benefits in the event of your death.

As a member of the scheme, you contribute to the scheme funds which enables you to build up a Defined Benefit (DB) pension pot. That means the Scheme will give you an income at your normal pension age linked to inflation which is guaranteed for life.

We have partnered with AVC Wise to offer you Shared Cost AVCs which are additional voluntary contributions you can make to your pension.

Additional Voluntary Contributions (AVCs) are a tax-efficient way to save for retirement. They provide an opportunity to supplement your Local Government Pension Scheme (LGPS) and build up an additional retirement fund.

## Employee discounts

You will have access to a variety of employee discounts including:

- national discounts from many high street retailers including supermarkets, stores, restaurants and many more
- discounted membership at Freedom Leisure’s New Forest centres

# Unions

We are committed to actively supporting good employee relations and have in place collective arrangements for employee consultation and bargaining.

At present, we formally recognise 3 trade unions; UNITE, GMB and UNISON.

# Employee voice

At New Forest District Council, our employees are at the heart of what we do. We know that when people feel included and are heard, they perform better and are happier at work. We therefore support several employee networks, conduct regular employee satisfaction surveys, and offer multiple ways to make a suggestion or ask a question at any time.

## Employee networks

### Employee forum

Our employee forum is the coordinating group, chaired by our chief executive. The forum includes representation from every network as well as wider staff groups and corporate support functions.

### Wider employee networks

Our employee network groups include EDI (Equality, Diversity, and Inclusion), LGBT+, Early Careers, Women's Network, and a Social Group. These are all employee led, offering a safe place for open discussion and an opportunity to raise any suggestions or concerns, with our values and behaviours embedded within the way they work.

We encourage participation from people with different backgrounds and perspectives, representing different personal characteristics as well as departments, roles, and grades.

Our employee networks are an important way for people to connect. These all link directly to our chief executive through the employee forum, ensuring senior leadership are visible and well informed.

## Employee involvement

We organise a full employee satisfaction survey every 2 years, with the latest survey completed in 2024. We also run smaller pulse surveys and focus groups when needed to gather ideas or feedback on specific topics.

Any employee can ask a question, make a suggestion, or raise a concern at any time by emailing our staff questions email address, submitting an online form, or using the staff suggestion box at each of our depots. All suggestions are considered by our senior leadership team at their monthly meetings.

# Employee wellbeing

We are an inclusive and supportive work environment that enables everyone to do their job to the best of their ability.

We have an assistance programme including an employee portal and telephone line which offers free, instant access to financial, legal, and emotional support. This includes up to 6 counselling sessions a year.

We pride ourselves by ensuring the wellbeing of all our employees is paramount, we have a selection of tools available for our employees, these include having qualifies mental first aiders, our wellbeing champions. Offer of our employee support line, which is free and confidential to all of our employees.

Wellbeing walks, these are set up by one of our wellbeing champions and invites anyone to join for a lunch time walk around the forest, an opportunity to meet people you don't usually work with. We have an away space available, this is open to all employees and is currently being used for those returning from maternity leave to allow them to express milk, a space for anyone to use as prayer and also a space to reflect and have calm.

We will make workplace adjustments where necessary for health reasons.

# Our culture

We continuously strive to help people do their best by valuing their contributions and listening to what they've got to say about the work they do and by providing a healthy work environment with positive management support and encouragement for all our 780 employees.

We have an inclusive culture, everyone is welcome and diversity is celebrated.

## Our people strategy




Our people strategy provides the direction to guide the organisation in how we engage and invest in our people and create the conditions to enable change.

We're passionate about delivering its aims to address key challenges and to be an employer of choice. The people strategy includes 4 themes:

1) Strong roots: building and aligning our culture, wellbeing and policies.

2) Connect: giving opportunities to build and strengthen working relationships across the organisation and with our partners

3) Grow: building our opportunities to learn and develop.

4) Empower: opportunities to find our own solutions unlocking potential and maximising performance.

## Behaviours commitment

Our behaviours commitment builds through the strong roots theme and throughout all that we do. It defines how we go about our work, ensuring fair and consistent treatment, brings out the best in us all, giving opportunities to celebrate and improve towards better outcomes for people and performance and our commitment to being an employer of choice. It also helps to ensure the way we work together is fit for local government reorganisation and beyond. We have tools and practices in place so that we can each develop towards the behaviours and recognise and celebrate our successes.

## Our values

Our corporate values are collective known as 'LEAF'. They underpin the culture and behaviours we are aiming for to achieve our commitment to becoming an employer of choice.

### Learning

We learn from what we and others do well and where we need to improve, we support staff development and organisational growth

### Empathy

We show kindness, actively looking to understand people's different needs, and ensure our services are responsive.

### Ambition

We are ambitious for our people and our place, embracing innovation and best practice.

### Fairness

We act fairly, honestly, and openly in all we do.

# Our behaviours commitment

| Our values | How we work | Behaviours we aim for | Examples of what good looks like | Examples of what we don't expect to see |
|---|---|---|---|---|
| Learning | Positive | Engages positively in team meetings and other organisational and learning activities.<br>Proactively shares own learning, experience and best practice with others.<br>Looks for opportunities and creates time to reflect and learn, develop skills and knowledge, and keep up to date.<br>Influences peers in a positive way. | • Responds positively to reasonable requests.<br>• Shares learning from a course with wider team.<br>• Uses initiative to research best practice and brings ideas.<br>• Identifies own skills and knowledge gaps, and finds solutions to address them. | • Spreads negativity.<br>• Overloads others with information or learning.<br>• Doesn't apply learning to real work situations. |
| Empathy | Open and honest | Raises concerns.<br>Tells the truth.<br>Knows own strengths and weaknesses and asks for support or help when needed.<br>Acknowledges and learns from mistakes.<br>Gives constructive feedback to others.<br>Sets realistic expectations for self and others. | • Tells a colleague or manager when something doesn't feel right.<br>• Owns up to a mistake as soon as realised.<br>• Gives a customer a clear timeline for replying to them and takes action accordingly. | • Hides information or mistakes.<br>• Ignores issues/concerns.<br>• Blames others.<br>• Communicates unclear/ unrealistic expectations.<br>• Does not meet agreed timelines. |
| Ambition | Adaptable | Is flexible and shifts priorities to meet the needs of the service.<br>Communicates in a way that helps others understand.<br>Recognises own and others emotional responses to situations and adapts as needed.<br>Creates change and supports others through change.<br>Takes well considered risks & opportunities.<br>Acts upon feedback from others.<br>Looks for solutions to problems. | • Uses 1:1s or appraisals to reflect on how work could be done differently.<br>• Identifies a problem and talks to others about possible solutions before taking it to a manager.<br>• Tries doing something differently.<br>• Steps out of comfort zone. | • Ignores feedback.<br>• Makes no effort to adapt communication style to others needs.<br>• Consistently presents problems without solutions. |
| | Work together | Works effectively with others inside and outside the organisation.<br>Makes connections and proactively seeks opportunities for joint working outside of team.<br>Shares information with others to help them do their job.<br>Helps others to resolve conflict & build trust.<br>Understands other's experiences are different.<br>Uses words of encouragement. | • Finds out what other's objectives are on a joint project and helps meet them together.<br>• Involves colleagues or customers in opportunities to shape services.<br>• Supports and encourages colleagues to discuss challenges. | • Ignores key stakeholders.<br>• Avoids uncomfortable conversations.<br>• Presents other people's ideas as own.<br>• Doesn't work co-operatively with others. |
| | Take pride | Celebrates own and others success.<br>Communicates the importance and purpose of own work.<br>Takes responsibility for own actions.<br>Consistently strives for high standard of work.<br>Challenges existing ways of working.<br>Role models our values and behaviours.<br>Is an advocate for NFDC and own profession. | • Follows up with a customer to ensure they are kept informed.<br>• Makes an effort to say thank you.<br>• Tells others when someone has gone above and beyond. | • Speaks about the organisation in a negative way.<br>• Does the bare minimum required.<br>• Doesn't complete agreed actions or communicate changed outcome. |
| Fairness | Respectful | Acts with kindness first.<br>Seeks to understand the impact of actions and behaviours on others.<br>Listens to others to understand different viewpoints.<br>Anticipates & recognises the needs of others.<br>Challenges inappropriate, offensive or discriminative behaviour.<br>Shows respect to all colleagues and communities no matter who they are. | • Stands up for a colleague who is subjected to unkindness.<br>• Ensures everyone in a meeting can contribute.<br>• Actively seeks and listens to professional expertise from other teams. | • Treats people unfairly.<br>• Makes others feel unable to contribute.<br>• Doesn't speak up about inappropriate or offensive comments.<br>• Sends rude or critical e-mails. |




# Our corporate plan

Our corporate plan plays a principal role in the strategic framework for the council. It is the overarching document that sets out our vision, values, priorities and commitments.

The plan focuses on the challenges we face, and all that we can do as an organisation to address them.

The plan builds on the foundations already laid out, maintaining our commitment to financial sustainability and excellence in service delivery.

Our corporate plan for 2024-2028 is a comprehensive roadmap outlining the vision, values, and priorities for the next four years.

It reflects a commitment to serving residents, improving communities, and safeguarding the unique environment of the New Forest.

Under the leadership of Cllr Jill Cleary, and Chief Executive Kate Ryan, the council aims to address key challenges and seize opportunities while prioritising people, place, and prosperity.

## Our vision

To secure a better future by supporting opportunities for the people and communities we serve, protecting our unique and special place, and securing a vibrant and prosperous New Forest.

## Our priorities

### People

The council is dedicated to supporting vulnerable residents, addressing financial hardships, and ensuring access to affordable housing. Community engagement, homelessness prevention, and improving housing quality are central to this priority.

### Place

Recognising the significance of the district's natural environment, the council aims to balance growth with conservation efforts. Strategies include sustainable development, climate resilience, and enhancing community spaces.

### Prosperity

The plan seeks to foster economic growth while ensuring inclusivity and sustainability. Initiatives include promoting the Solent Freeport, supporting local businesses, and championing skills development and employment opportunities.

# Future New Forest

Our vision for change is investing in our people and services to meet customer needs, protecting our finances and embedding sustainability to preserve our unique place by transforming tomorrow, together



# Personal development

A key foundation to our people strategy is building our 'strong roots'; our culture, and developing as a learning organisation.

We're committed to invest in our people to ensure we have the skills and experience to deliver for our communities, and that we are best placed for the future, as individuals and as an organisation.

We've moved from formal appraisals and separate 1:1's, to regular growth and goals conversations to aid continuous improvement, engagement and to ensure we are aligned to dynamic changing goals. These supportive and meaningful conversations can cover whatever is important at the time of the conversation, such as:

- health, wellbeing and personal resilience
- performance and results - reflecting back and focussing forwards
- behaviour commitments
- growth and development

In terms of growth and development, this could take a range of forms, such as seminars and training courses, eLearning, buddying, coaching, project work, apprenticeships, professional memberships, as well as access to a directory of excellent free development resources designed to help you thrive.

2024

# Employee survey results

**86%**
feel they can discuss concerns with their manager

**84%**
say they have help and support within their teams

**89%**
have a good awareness of our values and behaviours

**85%**
have a positive relationship with their line manager

**88%**
have a strong sense that their work makes a difference

**73%**
believe NFDC delivers a good service to its residents and communities

**81%**
enjoy working for NFDC

**77%**
feel they have a good work and home balance

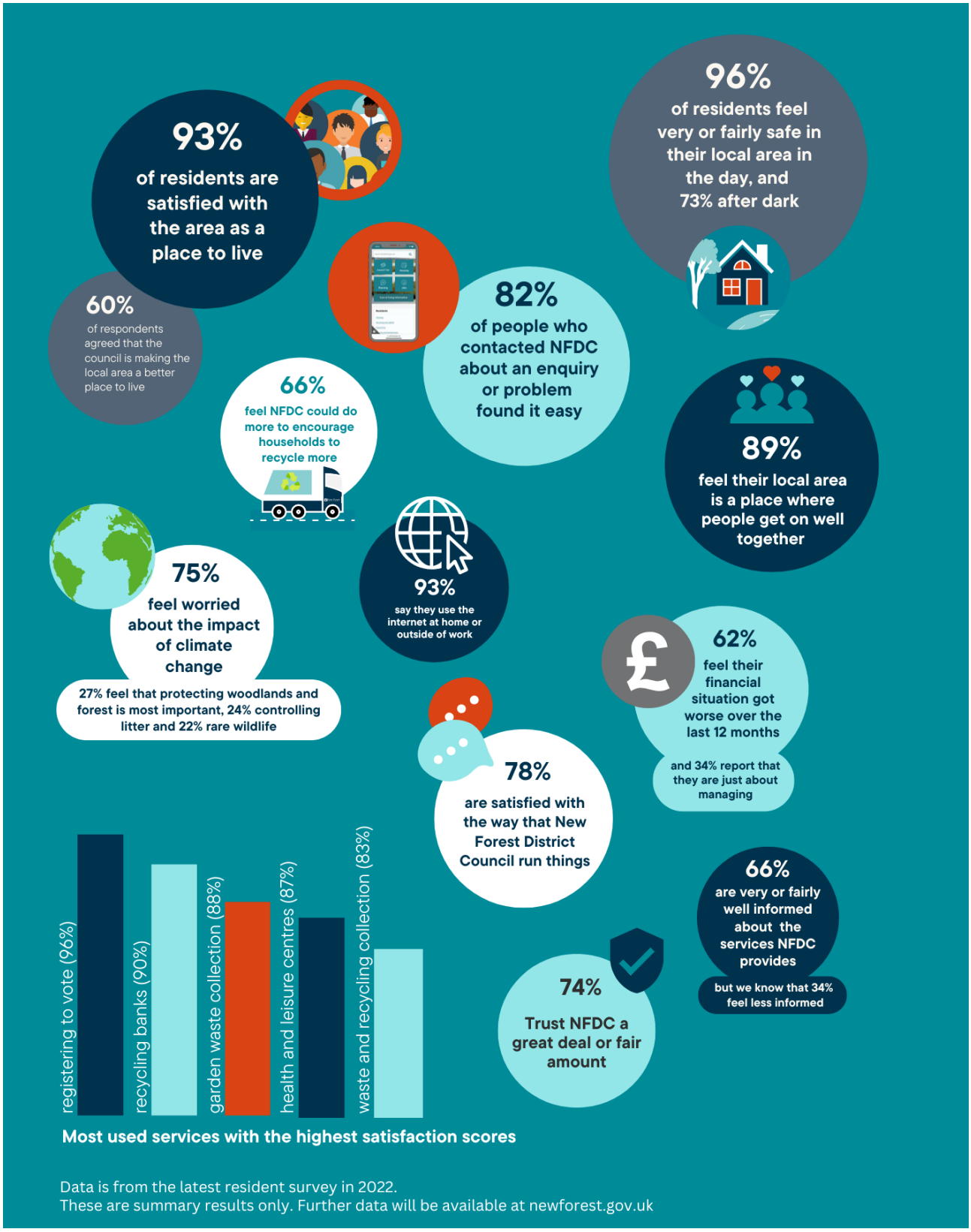
**76%**
would recommend NFDC as a workplace.
That's up 14 percentage points from last year's survey.

Employee response rate to this survey was up 16 percentage points from the last survey.

**Most common words used by staff:**

Inclusive, friendly, flexible, supportive, fair diverse, caring, welcoming.

# Most recent resident insight survey results



# Job Description

| | |
|---|---|
| **Job Title:** | **Human Resources Administrator** |
| **Name:** | |
| **Department:** | Corporate Resources |
| **Service:** | Human Resources |
| **Band:** | 3/4 |
| **Current Base:** | Appletree Court |
| **Post No:** | P00248 |
| **Politically Restricted:** | No |
| **Essential Car User:** | No |

**2. Main Purpose:**

To provide an efficient and effective HR Administration service including recruitment admin, drafting contracts of employment, maintaining personal records, maintenance and updating of HR information system and recruitment portal, and training administration for the Authority.

To provide admin support to the HR Advisory Team and the Health and Safety Team

**3. Position Within Organisation:**

**Post Holder responsible to:** HR Admin Team Leader
**Post Holder responsible for:*** None
**Post Holder indirectly responsible for:*** N/A
**Post Holder responsible for budgets:** No

**4. Main Duties:**

All aspects of HR administration and recruitment procedures, including:

1. To input and keep up to date employee details (including annual leave and training needs) on HR System and run straightforward reports for managers on a regular and ad hoc basis (reports include, sickness, training, annual leave balances).

2. Undertake scanning and filing of employee records, maintenance of electronic filing system, and applying appropriate securities.

3. To draft contracts of employment to all new and current employees, as necessary, within the Authority.

4. Work relating to recruitment and selection including drafting of adverts, liaising with Advertising Agencies, Executive Search as required, arranging interviews, assisting with assessments if required.

5. New Starter onboarding (including all pre employment checks, references, health Checks)

6. To provide information and assistance to managers and employees on all HR Admin matters, including recruitment, training and annual leave matters, referring more difficult matters to the HR Admin Team Leader/HR Advisory Team.

7. To update information on the council's Forestnet site including HR and H & S information such as MAN's, Risk Assessments and other documents as advised by the Recruitment and Learning Manager or Service Manager.

8. To provide administrative support to the HR Advisory Team in the following matters:

    - Preparing and sending out job evaluations for panels, input scores on to Inbucon system, adding completed job evaluations to electronic filing system

    - Raising Purchase requisitions and Order Numbers on UNIT4 system and checking and payment of Invoices.

    - Co-ordinate Employee Meet & Greet

    - Provide administrative support for Occupational Health Referrals, Maternity/Paternity correspondence and FOI requests.

9. To provide a system management role for Itrent including:

    - Day-to-day maintenance of the System Admin role of iTrent (create/remove users, creating and attaching lifecyles, manage passwords for all employees, data migration e.g training and e-learning reports)

    - Ensure that all software releases, service packs and fixes are tested thoroughly, prior to being loaded to the live environment under the supervision of the Recruitment and Learning Manager.

    - Assisting managers and employees on how to use iTrent

10. To provide administrative support to the H & S team including:

    - Admin relating to the upkeep of the warning marker register

    - Ordering of First Aid supplies

    - Admin relating to H & S training and renewals.

**5. Skills, Knowledge & Experience:**

**Essential:**

- Substantial experience in a similar role.

- Very good ICT skills with the ability to learn and use a number of different systems in particular the I integrated HR and Payroll system.

- Excellent communication and inter-personal skills.

- GCSE English Language and Maths at Grade A-C / 9-4

- To be able to work to tight deadlines during busy periods
- The ability to be able to work on the range of HR Admin related activities.
- A current driving licence and use of a vehicle for business use purposes.

**Progression Criteria:**

- Certificate in Personnel Practice or equivalent qualification in a Personnel related subject
- Extensive experience of administration in an office environment, with at substantive experience of Human Resources Administration (including experience of using a HR/Payroll integrated system).
- Sufficient knowledge to be able to provide guidance to others on NFDC recruitment and training procedures.

**6. Problem Solving:**

There are corporate procedures and clear guidelines in place. Initiative will be required to find solutions to day-to-day difficulties, however anything outside of experience should be escalated up.

Ability to ensure that all the correct information is contained in both internal and external recruitment advertisements.

Ability to co-ordinate recruitment and appointment procedures for multiple vacancies at a time.

The ability to respond to requests and set priorities within given guidelines, and occasionally adapt admin processes in consultation with the HR Admin Team Leader /HR Advisory Team.

The post holder would be required to use their own initiative and judgement as to whether problems need to be referred to the HR Admin Team Leader /Hr Advisory Team; this will mainly be those outside of procedures.

Will be required to work under pressure and meet deadlines

Maintaining Confidentiality is essential.

In relation to the HR Hub, the postholder will need to trouble shoot issues that arise, and raise technical queries with the HR Admin Team Leader or Recruitment and Learning Manager.

**Progression Criteria:**

The ability to sometimes adapt processes in order to facilitate the task – but without disregarding the Councils procedures.

**7. Decision Making:**

Day to day decisions within procedural guidelines and within previous experience will be taken by the post holder. Any decisions outside the guidelines will need to be referred to the HR Admin Team Leader/HR Advisory Team. Decisions relating to a conflict of demands will be referred to the HR Admin Team Leader/HR Advisory Team.

**Progression Criteria:**

The ability to take on project work when required, which may include internal and external research on certain issues relating to recruitment or training.

Procedures are available but on a day-to-day basis the post holder will need to use their judgement when making decisions.

**8. Operational Responsibility:**

Required to work as part of a team and to be proficient on recruitment and training administration procedures and provide accurate and timely information.

Responsible for ensuring that the HR/Payroll system is up to date and accurate.

Responsible for ensuring that all confidential information is kept secure and only available to those with the correct access rights.

**9. Communication:**

75% Internal
25% External

Most enquires will be routine, but the post holder will be required to understand the issues that are being communicated and interpret these if necessary. Often communications will be of a confidential nature.

**10. Working Conditions:**

General office environment. Fair amount of VDU work but with good access to and opportunity for appropriate breaks.

The ability to work at any of the Council's Depots/offices is also a requirement of the post from time to time.

**11. Special Features:**

None

**12. Signatures:**

Job Holder:……....Manager:……..

Date:……Date:…….