

Role Profile

Job Title	:	HR Administrator
Department	:	People & Culture
Band	:	Operations 2

Function of the department/section & main purpose of the job:

Talented people, in their many manifestations, lie at the very heart of Aardman's activities. The recruitment, development and training of people to the very highest level is absolutely critical to the continued success of Aardman as an Employee Owned company. The People & Culture team ensures that Aardman has the right talent in the right place at the right time as well as ensuring that all HR operational activities and procedures are fully aligned with the Aardman values and culture.

The HR Administrator is responsible for supporting the department in terms of organisation and administration. They will also be responsible for keeping up to date records of employees, to assist with the recruitment, training and development processes and manage the information on the HR system.

Duties & Responsibilities:

- To ensure all paper and electronic employee files are set up and maintained. This includes managing the archive system, coordinating audits and securely disposing of files in accordance with data protection legislation.
- To maintain crew logs across various productions.
- To assist the HR team with recruitment, creating graphics for social media, posting roles to various job boards, shortlisting, scheduling interviews etc.
- To process Production Crew Booking Forms – this includes recording personal details, generating and sending out employment contracts and extensions via Signable, chasing contracts that haven't been returned and checking invoices for the weekly payment run.
- To maintain the passport log and complete audits when relevant for the HR department.
- To manage all filing and scanning for the HR team across both Aztec West and GFR and ensure it is kept up to date in line with GDPR retention. This includes both securely destroying employee paper files and managing the deletion of electronic employee folders upon notification from the HR system.
- To record and monitor signing delegation forms for the HR department.
- To arrange Diversity, Dignity at Work, GDPR and Unconscious Bias online training modules for all new starters who have over 3 months service and to chase as necessary.
- To ensure payroll and relevant departments receive all paperwork appropriate to the new starter.
- To organise and conduct new starter inductions.
- To manage all speculative enquiries and correspondence.
- To organise gifts for maternity, birth, hospitalisation and long service awards, as appropriate across the company.
- To assist all work experience and internship paperwork.
- To assist the department with the annual holiday and absence report.
- To ensure that employee records are accurate, complete and comply with data protection legislation.
- To provide ad-hoc statistics and reporting, as required.
- To carry out general HR and Training related administration as requested, to include hoc projects.
- Diary Management for the Director of People & Culture – meeting requests, visits, timesheet etc.
- To assist the Director of People & Culture with the HR, Training and Talent budget forecasts and process day to day budget queries, invoices, renewing professional subscriptions and coding incoming invoices, processing the credit card statement etc.

- Cross check EAP provider invoices for payment, updating starters and leavers for both sites.
 - To ensure the organisational charts are kept up to date on the intranet.
 - To arrange corporate training sessions as required. E.g. courageous conversations, MH training etc.
 - To coordinate training requests from Line Managers/HoDs and liaise with Director of People and Culture for budget approval.
 - To carry out general HR and Training related administration as appropriate e.g. reference requests and DBS checks.
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Responsible to: HR Manager – Corporate

Specific Functional Contacts:

- Company-wide
 - Potential employees/work experience candidates
 - Recruitment agencies, schools, colleges, job centres, training providers
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Person Specification:

- At least 12 months experience within a HR admin role.
- Excellent administrative and organisational skills with a high level of attention to detail.
- Strong Communication skills.
- Excellent interpersonal skills and a good listener.
- Intuitive and enthusiastic approach to problem solving.
- Flexible, friendly and supportive approach to team.
- Able to act on own initiative.
- Ability to cope under pressure.
- IT proficient – Microsoft Office (essential) & Photoshop (desired). (Macconomy training can be given.)
- Able to maintain a high level of confidentiality and diplomacy.

Oct '24