

HR Data Administrator

Central Services > Human Resources

What's it all about

Provide a proactive and efficient administration service to ensure a customer focused and compliant service within HR and across NHG. This includes leading and supporting on a range of duties and initiatives.

How you'll make a difference

You will be an integral member of the team, providing essential administrative support to enhance the efficiency and effectiveness of the wider HR team. Ultimately you will be involved in all transactional services required during an employee's life cycle, so that they can quickly be effective in their roles and focus on our residents.

How you'll do it

- Maintain a high level of accuracy inputting data and processing payroll changes and associated letters. Ensure urgent actions are prioritised and that any issues are highlighted and resolved as quickly as possible
- Handle enquiries with professionalism, providing accurate information and assistance to enhance resident and colleague satisfaction. Use your internal networks within and outside of HR help to resolve or escalate where required.
- Assist in the collation of Subject Access Request (SAR) requests, demonstrating a commitment to data accuracy and compliance.
- Independently manage your varied workload to the relevant deadlines including various team in box management, low level systems administration, regular reporting, training room management and well-being support.
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.

- Hybrid arrangements - at least three days a week in an office. On other days, working from home may be possible, depending on the work and the interaction required.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level.

Essential knowledge, experience and skills including qualifications and professional membership

- Proven experience of working effectively in a busy administration role, working across teams and managers.
- Ability to work accurately and precisely using computerised or manual data and complex databases/systems.
- Good experience of working in an organisation obsessed with improving customer experience and an understanding of how you contribute to this goal.
- The ability to understand and precisely follow policies and procedures and provide guidance to managers, staff and candidates.
- **Intermediate** IT and systems skills including Microsoft office.