



JOB ADVERT

Job Title: HR Administrator.

Department: Human Resources (HR)

Location: Sheffield Wednesday Football Club

Hours of work: 35 hrs per week

Salary: TBC

A fantastic opportunity for a highly motivated HR Administrator has arisen within our human resource department. The duties include the following:

Roles and Responsibilities:

- To support all administration requested by the HR Manager
- Manage general recruitment inbox and send appropriate responses accordingly
- Manage the ongoing administration for the recruitment of casual workers from the application stage through to appointment with department managers
- Support department managers with the recruitment of staff, which involves interviewing and taking notes
- Dealing with administration for all new starters (both permanent and casual) including entering personal information onto relevant HR system, checking ID/eligibility to work, ordering ID passes
- Create personal files for all new starters and ensure that all necessary documentation is present and correctly completed
- Assist managers with inductions for new starters
- Sending out reference checks and requests
- Monitoring holidays, sickness and all other absence within the business and ensuring relevant systems and payroll are informed, along with the correct paperwork saved on HR files
- Assist with meetings with employees and line managers, taking notes where necessary
- Manage all work experience and volunteer requests and send out starting letters
- Maintain employee and general files
- General administrative duties such as copying, filing, phone calls, performing diary management and dealing with confidential and sensitive information
- Taking minutes in disciplinary and grievance meetings and sending out relevant correspondence
- Ensuring appropriate steps are taken to ensure leavers exit correctly from the business and drafting resignation acceptance letters
- Always ensure appropriate security for all HR-related information
- Ensuring timely and accurate completion of all documentation and ensure that all relevant data is kept up to date and maintained.
- Collating and producing ad-hoc reports from the HR system
- To assume responsibility for other tasks and projects which may arise or be delegated from time to time

Sheffield Wednesday Football Club

Hillsborough, Sheffield, S6 1SW

Telephone: 03700 20 1867

Website: www.swfc.co.uk

Registered in England No. 02509978



- Ensure compliance with all the policies and procedures contained within the Staff Handbook, always paying regard to the Equal Opportunities Policy
- To cover the main reception desk as and when required
- Any other duties as deemed necessary by the HR Manager

Qualifications and Skills:

Essential

- A good standard of education (e.g. GCSEs or equivalent including Maths and English)
- Ability to compose and produce standard letters and reports using IT applications (Word, Excel, PowerPoint, Outlook)
- Ability to multi-task and work to deadlines
- Must have keen attention to detail
- Must possess excellent written communication skills including good grammar and spelling
- Ability to communicate effectively with internal and external contacts at all levels
- Ability to deal sensitively and appropriately with confidential information
- Ability to undertake notes/minutes at meetings
- Ability to undertake general office practices and procedures
- Skilled in prioritising workload, time management and dealing with conflicting priorities

Desirable

- Knowledge of Human Resources administration or working towards an HR qualification

Personal Requirements:

- Demonstrate the ability to mix with different departments effectively communicating and distributing information
- Self-starter with high integrity and ethical behaviour
- Highly organised applicants must be able to evidence they are eligible to live and work in the UK

SWFC is an equal opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

Please send all CVs and covering letter to vacancies@swfc.co.uk

Closing Date: 21st February 2022

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