

NHS PROPERTY SERVICES LTD

Job Description

Job title:	HR Administrator
Level:	1
Type of role:	Permanent
Base:	Regent House, Stockport
Travel requirements:	Limited
Responsible to:	Rina Pandya - Head of HR, Asset Management & Corporate (Day-to-day – Daniel Stead, HR Shared Services Manager)
Directorate:	Human Resources

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

Main purpose / scope of the role

An exciting opportunity to join the NHS Property Services HR Team has become available. The role involves supporting NHS Property Services in the delivery of a professional and responsive administrative service. The individual will provide comprehensive and effective administrative support and will be required to demonstrate excellent organisational skills, work independently, using discretion and judgement where appropriate and to contribute to the long-term development of the HR function.

This is a great opportunity for a proactive, versatile, highly organised administrator to support and maintain professional relationships with a large network of HR professionals.

Key duties and responsibility of the role

- Diary management, including booking meetings
- Arranging internal and/or external meetings effectively involving a large number of internal and external attendees.
- Raising and receipting purchase orders within Microsoft Dynamics NAV.
- Supporting with any queries from the business and third-party suppliers within Microsoft Dynamics NAV.
- Supporting with IT queries from the Corporate and Operations HR Team.
- Provide support to the HR Shared Services Team with any high-volume transactional work.
- Support with any travel and hotel bookings from the Corporate and Operations HR Team.
- Any other ad-hoc administrative requests as required
- Organising and booking training sessions; liaising with suppliers
- Oversee and manage the booking of rooms and venues for courses and other L&D activity, ensuring that catering and equipment arrangements are in place
- Oversee the maintenance of all L&D records
- Supporting new starter training activities e.g. induction days, organising webinars from subject matter experts
- Develop other colleagues e.g. HR BPs to become competent in using LMS functionality e.g. reporting
- Set up courses and other L&D activity on the LMS, configure LMS to administer courses e.g. Waitlists, course confirmations, JIs and pre-course work, evaluation activity, course cancellations
- Manage learning requests and approvals for external training

Person Specification:

Must have:	Desirable:
NVQ 3 in Administration or equivalent experience.	Microsoft Dynamics NAV experience.
Proficient in Microsoft Office software such as Word, Excel, Outlook and PowerPoint.	Demonstrate an understanding of the role HR plays in the success of an organisation.
Experience of planning and prioritising work generated by others, managing competing demands and meeting deadlines.	Previous experience of working in a HR department.
Excellent verbal and written communication skills including a professional telephone manner.	Good analytical and data skills.
High level of organisational skills.	Experience of maintaining and improving office systems and procedures.