

# Aurigny Air Services

## People Administrator

### Introduction:

This role is vital in managing payroll adjustments, benefits administration, HR data management and reporting, compliance with employment and legal requirements, and providing administrative support to the People Officer, Talent Officer, and Head of People and Culture.

**Reporting to:** Head of People and Culture

**Location:** Guernsey

### Main Duties:

#### 1. **Payroll Adjustments and Benefits Administration:**

- Process payroll adjustments, ensuring accuracy and timely completion.
- Administer employee benefits programs, including enrolment, changes, and terminations.
- Address employee inquiries regarding payroll and benefits, providing accurate and timely information.

#### 2. **HR Data Management and Reporting:**

- Maintain accurate and up-to-date employee records in the HR system.
- Generate HR reports and analytics to support decision-making and compliance requirements.
- Ensure data integrity and confidentiality in all HR data management activities.

#### 3. **Compliance with Employment and Legal Requirements:**

- Ensure compliance with employment laws, immigration regulations, and population management requirements.
- Assist in the preparation and submission of required documentation for regulatory compliance.
- Stay updated on changes in employment law and regulations, ensuring the organisation's practices remain compliant.

#### 4. **Administrative Support for HR Activities:**

- Provide administrative support to the People Officer, Talent Officer, and Head of People and Culture in all HR-related activities.

- Produce and administer all new contracts, letters and contractual agreements at the instruction of the necessary approval process.
- Assist in scheduling and coordinating HR meetings, interviews, and training sessions.
- Prepare and distribute HR-related communications and documentation as needed.
- Any other duties as deemed necessary by Head of People & Culture.

**Key Criteria:**

- Strong organisational and administrative skills with attention to detail.
- Proficiency in HR software and systems.
- Knowledge of payroll processing and benefits administration.
- Familiarity with employment laws, immigration regulations, and compliance requirements.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive and confidential information with integrity.

**Desirable Criteria:**

- Previous experience in an HR administrative role.
- Understanding of the airline or transportation industry.
- CIPD Level 3 qualification or equivalent.

**Competency Framework**

TBC