**Job Profile HR Administrator (Health & Safety)**

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| **Reporting to** | **People Insights Partner** | **Job Level: 2** |
| **Service Area** | **People and Programmes** | **Level 2 - Service Delivery** |
| **Location** | Hove, East Sussex / hybrid working (two days onsite and one day from home) | |
| **Contract** | Permanent, 22.5 hours, working hours can be worked flexibly across the working week | |

**Where you fit**

**Job Purpose**

The postholder will provide high-quality HR administration, maintaining accurate records, coordinating HR processes, and ensuring compliance. They will support the People Team with day-to-day HR and health & safety queries, working closely with the People Insights Partner to ensure smooth operations. This role is key to delivering a professional, compassionate, and efficient service across the organisation.

**About Us**

We help children and young people have a fair chance to be who they want to be. We do this by providing a safe home, increasing life skills and self-confidence, and improving emotional wellbeing and mental health. Each year, we support thousands of children and young people up to the age of 25 across Sussex and Surrey.

We offer support in three service areas:

• Housing provision and sustaining accommodation

• Specialist information, advice and support

• Emotional wellbeing and mental health.

We are a member of the YMCA Federation of England & Wales and are guided by their vision of ‘transforming communities, so all young people can belong, contribute & thrive’. This vision reflects the original Christian foundation of the YMCA movement, but with a clear emphasis on being an inclusive organisation. Our values – we do what’s right, we work with heart, and we build real connection - guide us in all our actions.

**Responsibilities**

**HR Administration**

1. Act as the first point of contact for face to face, email and telephone HR queries, providing basic guidance to managers and staff on key HR and Health and Safety processes.
2. Work together with the People Insights Partner and HR and Payroll Administrator to monitor the group HR email inbox, triaging emails to pass to the relevant person within the People Team.
3. Maintain accurate personnel records using SharePoint and our internal HR Information System, HealthBoxHR (training can be provided).
4. Support the People Insights Manager to develop and improve existing HR processes, e.g. expanding the use of workflows and modules in HealthBoxHR.
5. Assist with HR project work, including ad-hoc administrative support for HR investigations, compliance checks, and audits.
6. Provide cover for either the HR and Payroll Administrator or HR and Recruitment Administrator in their absence and support during busy periods.

**People Health & Safety**

1. Support organisational compliance with workplace health regulations and safety protocols for all staff by maintain staff records for HSE certifications, training, and compliance tracking.
2. Work with the Health, Safety and Facilities Manager to ensure individual, role and location specific risk assessments, method statements and safe systems of work are recorded and up-to-date
3. Work with the Compliance Coordinator to ensure that designated lone workers have up to date training and monitor use of relevant safety equipment, providing monthly compliance reports to the Head of People
4. Raise awareness and training for staff regarding workstation assessments and display screen equipment (DSE) assessments and provide individual and team guidance as needed.
5. Conduct workstation assessments and ergonomic reviews where related to pregnancy, ill health, and reasonable adjustments, and provide monthly compliance reports to the Head of People
6. Work with the Head of People and rest of People Team to devise, implement and create awareness of staff wellbeing and safety programmes.

**General**

1. Work to our vision, mission and values
2. Be committed to continuing professional development and attend team events.
3. Comply with our policies and guidelines on safeguarding, health & safety, data protection and equity, diversity and inclusion, attend mandatory training, and abide by our Code of Conduct
4. Carry out any other appropriate duties as directed by the manager to support and promote our work in accordance with the post holder’s capabilities
5. Willingness to travel to service sites based across Sussex and Surrey to conduct workstation assessments. Travel expenses will be covered.

**Person Specification**

**Knowledge and experience**

* Experience of working in a busy HR/People/L&D/compliance administrative role, or able to demonstrate a strong understanding of the role of HR in an organisation
* Basic knowledge of employee health and safety regulations and workplace safety standards.
* Experience of using HR software packages and/or databases
* Experience of managing confidential data and understanding of data protection and GDPR rules.

**Skills & Abilities**

* Strong organisational skills with excellent attention to detail
* Ability to prioritise tasks and meet deadlines under pressure
* Effective communicator with staff, managers, and external stakeholders
* Proficient in Microsoft Office (Outlook, Excel, Word, Teams) and HR systems (training can be provided on our system, HealthBoxHR)
* Positive, can-do attitude with a proactive approach to problem-solving
* Willingness to learn and adapt to new tasks and systems
* Maintains confidentiality and handles sensitive information with discretion
* Calm and composed under pressure
* Collaborative team player who fosters trust and mutual respect

**Qualifications**

* Administration qualification, or relevant work experience
* CIPD or IOSH qualification (desirable, relevant accredited training will be supported)

**Employee Declaration**

I confirm that I have read, understood and agree to the expectations of the role as outlined in this job profile:

**Name: Signed: Date:**