

HR Administrator

Job Framework

Job Title	HR Administrator	Cost Centre	62180
Location	London	No of Direct Reports	0
Reporting to	HR Advisor	Budget Responsibilities (Y/N)	N

Who we are

Marie Stopes International (MSI) is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services we provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family.

The primary responsibility of this role is to further MSI's Goal: The prevention of unwanted births and its mission of ensuring an individual's right to: children by choice, not chance.

The Function

The HR function is responsible for partnering with the business to deliver its strategic objectives throughout the employment lifecycle. The global HR community is highly devolved, partnering at country level to deliver the programme's strategic objectives, ensuring operational efficiency and compliance. The LSO HR team supports the business strategy through the development of global programmes, with day to day support for the LSO line managers and regional management teams.

The Role

As the HR Administrator, you will provide end-to-end HR administrative support to the HR Global Support Office team, ensuring all aspects of HR administration is conducted and completed in a timely and effective confidential manner. In addition to the day to day activities you will assist the HR service in the administration of HR processes.

Key Responsibilities

- Act as guardian to our processes (understand procedures, know the escalation process & encourage self-service)
- Provide efficient and professional administrative support to the HR team
- Monitor HR inbox, checking the content of messages and either promptly responding or re-routing enquiries to the appropriate HR team member
- Maintain HR Sharepoint page
- Order office supplies for the HR team as and when necessary
- Manage Perkbox benefit platform administration and allocation of accounts
- Manage the recording and approval of purchase orders (POs) and invoices and ensure invoices are coded accurately and efficiently, preventing additional charges.
- Promote Manager self-service of HR systems, policies and processes, toolkits, challenging where appropriate
- As and when required support recruitment administration such as arranging interviews, booking rooms and preparing interview packs for hiring managers
- Ensure that new starters/employment changes have been fully and accurately entered onto our HR/Payroll system (Agresso) and their documentation is scanned and uploaded correctly against their record
- Assist in all HR payroll administration where required and work closely with payroll to ensure all HR information is recorded accurately

Please note that this role will be subject to full pre-employment background checks which may include, but are not limited to, employment references, right to work verification, credit check and criminal record check (where appropriate)

HR Administrator

- Manage and respond to all queries relating to HR Interact, directing team members to the relevant e-Learning and escalating to the Senior HR & Payroll Applications Analyst where appropriate
- Update the organisation chart with changes on a monthly basis and produce a PDF copy to share with others, as appropriate.
- Arrange team meetings and retreats, including but not limited to internal and offsite room bookings, travel, accommodation, scheduling of meetings, presentations, IT equipment, invitations, catering, and team building activities.
- Run regular compliance reports to ensure all colleagues have undergone the relevant vetting for employment
- Run ad-hoc and periodic reports from the HR & Payroll system
- Undertake fire warden course and adhere to assigned duties when required.

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

N.B. This role consists of a range of regular or periodic tasks, plus a range of ad hoc activities that may be calendar driven or entirely reactive. There are also peaks of activity, both planned and unplanned, meaning that the HR Administrator may be required to assist with other ad hoc duties not expressly stated above.

Skills and Experience (essential/ desirable)

Experience:

- Experience in delivering excellent administrative support to a high performing team (desirable)
- Good understanding of UK employment law (desirable)
- Experience of handling data and using computer-based systems (desirable).

Skills:

- Good Microsoft package skills – MS Word, Office, Excel and PowerPoint (essential)
- Ability to act in a professional, confidential and responsible manner (essential)
- Able to learn quickly and use initiative (essential)
- Excellent written and verbal communication skills (essential)
- Exemplary organisational skills – able to multitask and handle conflicting priorities (essential)
- Proven experience of managing expectations and working to tight and changing deadlines (essential)

Personal Attributes

- Motivated by delivering excellent customer service
- Conscientious and diligent
- Able to work independently and on own initiative, as well as within a team
- Pro-active
- A positive attitude to change
- Committed to personal development
- Pro-choice

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MSI Behaviours and Values

Team Member Behaviours

Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

Show courage, authenticity and integrity

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate
- You are courageous in challenging others and taking appropriately managed risks.

Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective
- You manage your career development including keeping your knowledge and skills up to date.

Deliver excellence, always

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role
- You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.

Leadership (For Leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team
- You articulate a vision of the future which inspires and excites others.

MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice, not chance
- **Client centred:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long-term sustainability and increased impact
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.