



Job title: HR Administrator
Responsible to: Head of People
Location: Belfast
Hours: 30 hours per week
Contract: Permanent
Salary: £26,739- £29,176 (Pro- rata)

About Nexus

Nexus is a Northern Ireland wide charity and 2024 marked 40 years of providing services in supporting victims and survivors of sexual abuse and abusive relationships.

Every year in Northern Ireland there are thousands of sexually violent crimes reported to PSNI, and thousands more that go unreported. Without specialist support like ours, victims of these crimes will find it even harder to deal with the trauma they experience. The impact of this trauma can be devastating and is lifelong.

We deliver a range of bespoke and specialised supports and services including:

- Trauma informed counselling to those affected by sexual assault and trauma from age 8
- Post counselling support and follow-up
- A UK wide 24 hour Domestic and Sexual Abuse Helpline, which is funded by the Department of Health, Department of Justice, and the Department for Communities in Northern Ireland
- Education and Training initiatives delivered to a breadth of organisations, professionals, parents, schools and young people on topics such as consent, child sexual exploitation, handling disclosures and healthy relationships.

Our most recent strategic plan (2023- 2026), latest reports, policies and research can be viewed here: [About - Nexus NI](#)

We use lived experience, professional expertise and research to improve the development of relevant policy, practice and service commissioning. We stimulate debate so our society becomes more informed and confident in speaking out and challenging sexual abuse and abusive relationships to break the cycle.

Our people are vital to the success of the organisation, they are a dedicated and professional group of individuals who uphold our values through the delivery of specialist, quality driven and sustainable services.

Primary responsibilities and duties

You will be the primary contact to assist in driving efficiencies and provide an effective HR administration service relating to the employment lifecycle.

You will provide administrative support to the Head of People and fulfil general administration duties, as detailed below:

Recruitment and Selection

- Carry out administrative processes in the recruitment process, for example: prepare recruitment documents, organise recruitment schedules, draft and place adverts, log applications, administer recruitment campaigns.
- Ensure that the HR service undertakes all necessary employment checks and right to work, qualifications, medical checks and references.

On-boarding and Induction

- Administer the process for new employees and associate, for example: prepare contracts, offer letters and process all pre-employment checks, systems set up and access.
- Conduct induction meetings with new employees and liaise with Line Manager's to ensure they are aware of their responsibility in the induction process.
- Administer the probation process ensuring Managers know when review meetings need to take place.

HR Database and Reporting

- Be the primary contact for queries on the HR systems.
- Collate and update accurate management information to facilitate timely HR reporting.
- Act as systems administrator for HR Toolkit configuring the system as required, controlling all user access, managing data flows in and out of the system ensuring accuracy and data protection compliance and troubleshooting queries as required.
- Ensure the HR Database accurately reflects current staff conditions and details including inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave.

- Provide appropriate reports from the HR database for the purpose of auditing and monitoring employee data and training.
- Annual Equality Monitoring return and Conflict of Interest returns as required.
- Database annual review and compliance check.

Advice and Guidance

- Act as a first point of contact for all employees who require assistance from HR.
- Provide day to day advice to Line Managers and Employees on general HR related queries, requests and Policies and Procedures, escalating more complex issues to the Head of People.
- Assist in formal meetings, such as employee disciplinarys and grievances undertaking such tasks as may be required by the Head of People
- Assist in the revision of policies, procedures and forms.
- Support line managers at formal meetings preparing all documentation and letters pertaining to each case and act as a scribe during meetings.

Payroll

- Ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Payroll Officer, for example: contractual variations, new starters, leavers, contractual and staff benefits.
- Ensure resignations are acknowledged in a timely manner, the Line Manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee's terms and conditions.
- Proactively work with and assist payroll/ accounts to achieve calendar of events.

Appraisal and Staff Development

- Assist with the annual appraisal cycle, record completed appraisals and training needs.

Employee Engagement

- Provide relevant updates to be included within employee monthly/ quarterly releases.
- Assist in the marketing and organising of annual/ quarterly employee focus groups.

Staff Benefits

- Administer, promote and track usage of the employee benefits schemes.

Projects

- Assist the Head of People in developing and implementing new projects.

General Administration

- Carry out general administration tasks for the HR Department: sorting post,
- telephone answering, devising standard HR documents and letters and manage the HR inbox.
- Respond to reference requests for current or ex-members of staff.
- Ensure electronic and paper- based personal files are maintained and filing/archiving is completed in a timely manner in line with GDPR requirements.
- Maintain an up -to- date Procedures Manual for all HR Administration duties including Health and Safety & GDPR requirements.
- Ensure Workstation Risk Assessments are conducted for all new starters/ when employee's desk locations change and refer staff issues for Health and Safety risk assessments where appropriate.
- Ensure exit interviews are conducted for all staff either face to face or electronically.

Additional Duties

- Demonstrate support for the organisation's commitment to equal opportunities and its Dignity, Diversity and Equality Policy.
- Demonstrate support for the Health and Safety Policy ensuring that it is adhered to in your areas of responsibility.
- Undertake other activities identified from time to time commensurate with the level of the post.

This job description is not incorporated into the employee's contract of employment.

It is intended as a guide and should not be viewed as an inflexible specification. It may be varied from time to time in the light of strategic developments following discussion with the post holder.