

Job Title	HR Administrator Support – Fixed Term		
Post Reference		Temporary	6 months fixed Term
Grade	3	Hours	37hrs per week
Reports to	HR Adviser (Team Leader)		
Line Management responsibilities (Direct and Indirect)	None		
Directorate/ Department	Enabling Services, HR Team		
Location	Service Headquarters – Office based role		
Politically restricted	Yes ☐		No ☒
Level of DBS Check Required	☒ Standard ☐ Enhanced ☐ Enhanced (with barred Child) ☐ Enhanced (with barred Adult)		
Safeguarding Level Required	☒ Level 1 ☐ Level 2		

Main Purpose of the Job

To provide efficient and effective HR administration to the HR team in accordance with Line Management direction and support HR priority process work.

To provide administrative support for HR processes including starter and leaver checklist actions.

To accurately maintain and organise employee files and records, including physical and potentially digital filing. This role requires attention to detail, discretion, and the ability to handle confidential information.

To support the review and improvement of HR administrative processes by maintaining clear procedures, checklists, templates and process records, and by identifying opportunities to streamline activity and reduce duplication.

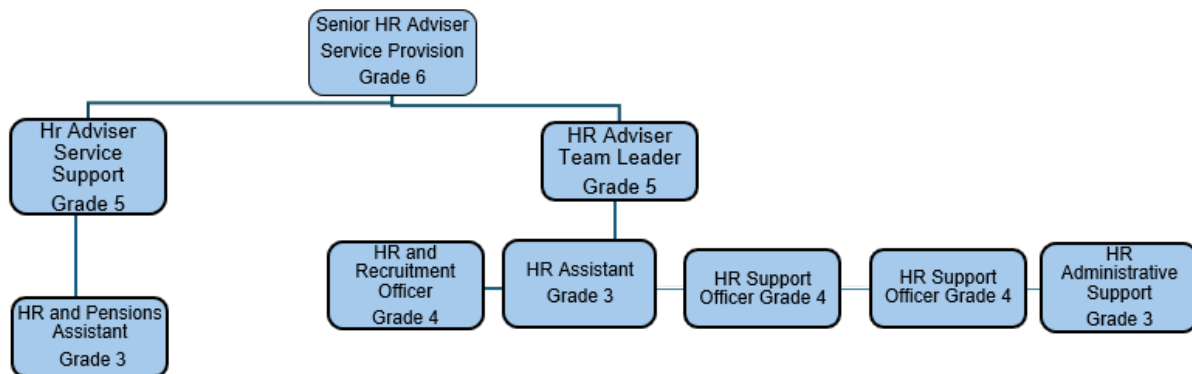
To monitor HR administration workflows and trackers, undertake routine data-quality checks, follow up outstanding actions and help ensure work is completed accurately and within agreed timescales.

To assist with testing and embedding agreed process improvements, gather feedback from colleagues and provide flexible administrative support that contributes to an efficient and responsive HR service.

Manage the DBS checking process ensuring completion for all employees, contractors (where necessary) and volunteers. Ensure other security checks are completed and provide assurance of accuracy and analysis of issues and data, as required by Senior managers.

Support the recruitment and onboarding process by providing resilience in the HR team.

Organisational Structure



Key Responsibilities:

- **Filing:** Maintain physical and digital employee files, ensuring documents are accurately filed in the correct folders and in accordance with established filing systems. This includes sorting, organising, and labelling documents.
- **Record Keeping:** Update and maintain employee records, both physical and digital. This may involve data entry, updating information in HR systems, and ensuring data accuracy.
- **File Management:** Assist with the creation of new employee files and the archiving of inactive files. Ensure the filing room/storage area is organised and maintained.
- **Document Preparation:** Prepare and organise documents for filing, including photocopying, scanning, and shredding.
- **General Administrative Support:** Provide general administrative support to the HR team as needed, such as assisting with mailings, Inbox management, preparing meeting materials, recruitment support, onboarding, DBS checks, processing leavers and other ad-hoc tasks.
- **Confidentiality:** Maintain strict confidentiality regarding all employee information. Entering and providing information as appropriate in accordance with General Data Protection Regulations.

Person Specification

Qualifications and training	On recruitment	After Training
Experience working as an administrator	x	
CIPD Level 3 qualification is desirable, as is equivalent HR experience working in an office environment	x	

Knowledge, skills and experience	On recruitment	After Training
Computer literate at least to intermediate standard experience of using Microsoft Office and related packages	x	
Excellent attention to detail and organisational skills.	x	
Ability to follow instructions and procedures accurately.	x	
Strong communication and interpersonal skills.	x	
Ability to maintain confidentiality	x	
Methodical and organised approach	x	
Respond and follow through with obligations	x	
Ability to work independently and as part of a team.	x	
Self-motivated and enthusiastic with a willingness to face new challenges	x	
General understanding of the range of activities carried out within the HR environment	x	
Previous experience in an office environment	x	

Other Requirements

Able to commute to HQ (office-based role).

Working hours between 09:00 – 1700 Monday to Friday.

RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Yourself**

Leading Yourself (Behaviours for Everyone)

Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
Supportive	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
Inclusive	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

Leading Others (Behaviours for those who Manage/Influence Others)

Safe	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
Supportive	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
Inclusive	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.

Leading the Service (Behaviours for those in Senior Management Positions)

Safe	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
Supportive	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
Inclusive	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

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Post holder name:		Signature:	
		Date:	