

JOB PROFILE

JOB TITLE: HR Administrator

DIVISION / DEPARTMENT / LOCATION: CHR

JOB FAMILY: Business Support

SALARY: From £16,160 FTE
(+ hotspot allowance)

LEVEL: E

OXFAM PURPOSE: To work with others to overcome poverty and suffering

TEAM PURPOSE: The Corporate Human Resources (CHR) Reward Team develops Oxfam's corporate reward strategies, policy and implementation of pay and benefits for Oxfam GB and worldwide staff. This entails working with the six Oxfam regions to develop pay, benefits and conditions packages which reflect global and local market conditions and comply with local legal frameworks.

JOB PURPOSE: Assist with our personnel records, pay and benefits for our senior international staff and to help our busy reward team on pension caseworks and insurance claims.

REPORTING LINES:

Post holder reports to: HR Executive

Staff reporting to this post: Possible supervision of volunteers and occasionally temporary staff.

BUDGET RESPONSIBILITY: n/a

DIMENSIONS:

Draws from a number of information sources to inform individual and group decisions.

Solves basic problems, which have some variety, and takes decisions based on a number of options.

Communicates widely within the department, with some Oxfam contacts and/or wider external contacts.

Contributes to the development of improvements to the department's services, procedures and systems.

Occasional supervision of volunteers.

KEY RESPONSIBILITIES:

- Administration for expatriate and senior staff in regions contracted or paid from the UK, including maintaining accurate and timely staff details including using the GOLD Administration system
- Co-ordinating with suppliers, finance, staff and HR on insurance and medical benefits
- Assisting with international pay including gross and net pay calculations
- Liaising with Regional HR and Payroll to ensure that agreed service standards are met
- Monthly processing of childcare vouchers and pension contributions

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- Supporting the HR Advisor and HR executive with pay market research.
- Assisting with pensions casework
- Assisting with insurance casework
- Updating the pay and benefits intranet site
- Working flexibly as part of the Reward Team, including providing cover for the Reward Executives

KEY SKILLS AND COMPETENCE:

Essential

- Proven administrative experience and good organisational skills
- Ability to work well under pressure within a very busy environment, using own initiative and to prioritise accordingly to meet deadlines
- Clear and effective verbal communication, able to draft clear letters, emails and reports
- Accurate and effective use of HR information systems
- Attention to detail
- Numerate with Excel skills
- Customer focus - able and motivated to offer a high standard of service to staff
- Supportive team player

Desirable

- Knowledge and experience of HR policy and practice, e.g. a genuine interest in HR/ CPP
- Commitment to Oxfam's values and inclusive way of working

OTHER: