April 2017

Our Ref: Recruitment/HRAd/2017

Dear Applicant

# HR ADMINISTRATOR

Thank you for your interest in the above post. This letter encloses the following:

* Information about the post
* Application form

If you are interested in applying, please would you send the following:

* Completed application form
* Curriculum vitae

Following review of the applications, a short list of candidates will be contacted for interview. It is likely that at the interview stage candidates will be asked to undertake an administrative task which will form part of the selection process.

If you would like to talk more informally, please do not hesitate to contact the office and ask to speak to Hayley Chriscoli (Tel: 01925 844084).

I look forward to hearing from you. Please submit applications by post, or by email to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com). The closing date is 12.00 noon on Friday 21st April 2017.

Yours sincerely

Hayley Chriscoli

Business Manager

TEP

HR Administrator

**The Opportunity**

TEP has recently re-structured and re-defined its Quality, Training and Employee Engagement (HR) function. During this time of consolidation, the dedicated HR Administrator has formally given notice to retire which has resulted in a vacancy to join the newly formed team. This vacancy is for a full-time permanent HR Administrator in our Warrington Office

**About TEP**

TEP is an award-winning multi-disciplinary environmental consultancy employing environmental planners, landscape architects and urban designers, landscape managers, ecologists and urban foresters and other professionals working on a wide-ranging portfolio. TEP is run by 3 Directors and employs around 130 professional and technical staff. Our head office is in Warrington, with a further three offices in Market Harborough, Gateshead and South London. We also employ home-based staff in other parts of the country. We are all passionate about creating quality places for the benefit of people, nature and business.

Our client base is very diverse and includes Forestry Commission, United Utilities, National Grid, many Local Authorities, National Trust, major energy infrastructure firms, house builders, Groundwork Trusts and a number of Community Forests. Our work takes us across the British Isles and if you wish to see the breadth of our commissions, please look at our website [www.tep.uk.com](http://www.tep.uk.com/).

**The Role and Requirements**

The main function of the HR Administrator is to provide administrative support to members of the HR team and the wider business.

The following are details of accountabilities, interactions and outputs expected for this role:

New Starters:

* Produce contract and cover letter
* Update systems with new starter details and create ‘personnel’ folder
* Liaise with colleagues to ensure references and qualifications are checked
* Co-ordination of new starter equipment, door access, car park access etc.

Annual Leave:

* First point of contact for resolving annual leave queries
* Administration and reconciliation of leave records
* Administration of end of year leave
* Administration and booking of Christmas leave
* Production of leave reports for management review
* Review and reconciliation of overtime records

Leavers:

* Calculation of annual leave
* Produce resignation acceptance letter
* Update systems with leaver details

Sickness Absence:

* Updating of sickness absence records
* Producing regular MI for management review
* Highlighting potential focus areas to Associate Director
* Letters and admin associated with absence management

General HR Admin:

* Administration of contractual amendments i.e. promotions, change of working hours etc.
* Admin associated with life events such as maternity, paternity, shared parental leave, flexible working etc.
* Co-ordination of end of probation reviews and associated correspondence
* Co-ordination of Eye Care Voucher scheme for all staff
* Filing of all HR documents
* Supporting HR team and wider business with general admin duties as necessary

**Person Specification**

**Essential:**

* Excellent administration skills;
* Excellent communication skills;
* Self-motivated and well organised;
* Ability to prioritise and manage workload;
* Computer literacy in MS Office;
* Attention to detail;
* Ability to work well alone and also as part of a time; and
* Ability to demonstrate tact, confidentiality and diplomacy

**Desirable**

* Skills developed in a previous HR admin role

**Equal Opportunities**

TEP is an equal opportunities employer and is positive about disabled people. We will guarantee an interview for all disabled candidates meeting the eligibility criteria.

**To Apply**

We are only able to consider candidates already eligible to work in the UK.

Please send your completed application form and CV to recruitment@tep.uk.com.

**Closing Date**

Closing date for receipt of applications is 12.00 noon on Friday 21st April 2017

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| **1. Personal Details** |

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| **Name** |  |
| **Address for correspondence**  **(inc postcode)** |  |
| **Telephone Number** |  |
| **Email address** |  |
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| **National Insurance No.** |  |

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| **2. The Post** |

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| **Post applied for:** | HR Administrator (Warrington) |
| **How did you hear about the post?** |  |
| **In 300 words, tell us about your career to date, your skills and the special attributes you can bring to TEP.** | |
| *You can provide your answer here, or use a separate sheet. Don’t worry if the text spills over into a separate page.* | |

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| **3. Education and Referees – either fill in details below or refer to your CV** (we will verify the authenticity of any qualifications stated on this form) |

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| **College or University attended**  **(State Dates)** | **Degree, diplomas etc. obtained**  **(State grades)** |
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| **Please give details of membership of any professional institutions or societies (and membership number, if known) relevant to the position applied for** |  | |
| **Please provide a name and contact details for two referees who can comment on your professional skills and work experience. One should normally be your present or most recent employer.**  **We will not contact your referees without your permission** | **Referee 1** | **Referee 2** |

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| **4. Present or Last Employment** |

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| **Please provide the name, address & telephone number of Company; and a contact name – we will only contact your employer with your permission** | | | | **Position held** | **Reason for leaving or wishing to leave** | **Current/ Last Salary, pension/benefits package and Annual Leave Allowance** |
| Contact name  Tel:  Email: | | | |  |  |  |
| **Dates employed:** | **From**  **Month/**  **Year** |  | **To**  **Month/**  **Year** |  |  |  |

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| **5. Previous Employment –** if present or last employment was under 3 years please provide employment details to cover this period. If unemployed, please state period of unemployment. |

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| **Name and address of Company** | **Dates employed** | | **Position held** | | **Reason for leaving** |
|  | **From**  **Month/**  **Year** | **To**  **Month/**  **Year** |
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| **6. Other Information** |

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| **Do you hold a full valid UK driving licence, with 8 or fewer penalty points?** | **Yes** |  | **No** |  | **Comment:** |
| **Are you eligible to work in the UK?** | **Yes** |  | **No** |  | **Comment:** |
| **Have you undergone a DBS check\* (Basic Disclosure) in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |
| **Have you undergone a screening test for Drugs & Alcohol\* in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |

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| **\* Due to client requirements, if successful in your application you will be required to complete a DBS (Basic Disclosure) check and undertake a drugs & alcohol screening test as a condition of employment. If you have this information already, you will need to provide copies of the results to be held in your personnel file.** |

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| **Equal Opportunities –** TEP is an Investor in People. We operate an Equal Opportunities Policy and seek to ensure opportunities for everyone to work safely and maximise their abilities. |

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| **Do you consider yourself to have a disability or long-term health condition?** | **Yes** |  | **No** |  |  |
| **Could we make any special provisions to assist during interview or in your work if successful?** | **Yes** |  | **No** |  | **Details:** |

**I confirm that the information I have provided is true and complete to the best of my knowledge.**

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| **SIGNED:** |  |

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| **NAME:** |  |

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| **DATE:** |  |

Please send the completed form together with a recent copy of your CV marked ‘Private & Confidential – to Mags Chriscoli, TEP, Genesis Centre, Birchwood Science Park, Warrington, Cheshire, WA3 7BH or email a copy of the completed form to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)

Please note that we will always acknowledge each application and if an email response hasn’t been received within 3 working days please contact Mags Chriscoli at margaretchriscoli@tep.uk.com.