

## **STEP 2 YOUNG PEOPLE'S HEALTH**

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### **Job Description for HR and Data Administrator**

Job Title: Administrator (HR and Data)  
Grade: SCP Scale point 9-11 (27254- 28142 pro rata)

Hours of work: 14-21 hours per week – dependant on availability.  
Location: Mayfield Centre, Broadway Avenue, BD5 9NP 4  
(hybrid home working is possible)  
Accountable to: CEO of Step 2

### **Background information**

The following information is provided to help staff joining Step 2 to understand and appreciate the work content of the post and the role they are to play in the organisation. However the following points should be noted:

1. Whilst every endeavour has been made to outline all duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used; in which case all usual associated routines are naturally included in the job description.
2. Employees should not refuse to undertake work, which is specified on this job description, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Employees will be required to participate in an induction programme, including training and planning sessions.

### **Main purpose:**

To provide administrative support to the organisation, particularly in relation to data management and HR.

### **Responsible to:**

The post will be managed by the CEO.

### **Main Tasks/Activities:**

1. Support staff in the correct inputting of data onto the current databases, through training and the identification and rectification of data anomalies.
2. Produce monthly reports for each area of work, to pass onto the CEO, Trustees and Funders.
3. To work with the CEO to produce reports for funders as required.
4. To understand and work in accordance with the Data Protection and Cyber Security Policies, and ensure all data is handled in line with GDPR requirements. Support the CEO in data assurance tasks.

5. Keep HR records for all staff, including contracts, time sheets, sickness records and leave forms, mandatory training records, professional registrations and DBS details, using appropriate systems.
6. Ensure that Bradford Community Payroll (CPA), who process the wages, are fully informed of all new staff and any approved changes in salaries/payments; ensuring staff can access electronic payroll system.
7. To provide information to Bradford CPA and TPT pensions company to allow for appropriate pension deductions and contributions to be made.
8. Engaging in post referral phone conversations with young people referred into our counselling service, to take personal and sensitive information to input into the system, and to give further information about the service.
9. Deal with the administrative aspects of staff recruitment and systems, including receiving and distributing application forms, completing DBS checks, referencing, and induction.
10. Support the finance administrator with specific tasks, such as invoicing.
11. Where appropriate, support with marketing activities.
12. Ensuring all staff data is maintained on an on-going basis.
13. Participate in supervision, training and meetings as required.
14. To be able to work on own initiative and have some flexibility with working hours.
15. To work in a way consistent with the ethos of Step 2 and the equal opportunities policy of the charity.
16. To be responsible, alongside the CEO and staff team for security of the project premises, resources, equipment and users as appropriate.
17. Undertake any other duties considered appropriate by the Trustees, within the prime objectives of the post.

Step 2 operates an equal opportunities policy to which the work of the postholder is expected to conform.

The Administrator(HR and Data) will receive Step 2 Terms and Conditions of Employment.