

Job Description and Person Specification

Job Title	HR Administrator
Salary	£26,000 - £29,000
Annual Leave	26 days per year and bank holidays and statutory holidays. 1 additional day of annual leave per year for each full financial year continuously employed by DHI, up to a maximum of 31 days annual leave per year.
Pension	Contributory pension scheme, where DHI contributes 7% and the employee contributes a minimum 3% of their salary tax free.
Benefits	
<ul style="list-style-type: none"> Flexible working, to work at home for part of your working week, and a DHI work laptop and mobile phone. Life Assurance Cover. Mileage allowance of 45p per mile for using your own car for work journeys. Cycle to Work scheme that can save you 25-39% on the cost of a bike and cycling accessories. Deals and discounts from DHI's membership of charityworkerdiscounts.com. Access to a confidential 24-hour helpline to support you through life's challenges. Training to help you to do your job well, and a friendly and supportive workplace with a track record for promoting high performing staff. 	
Hours of Work	30 (0.8 FTE) or 37.5 (1.0 FTE) hours pro rata per week and additional hours as required from time to time. Usual working hours are 9am to 5pm with occasional evenings and weekends.
Place of Work	St James' Parade, Bath or any other location required by DHI. DHI's Flexible Working Policy means you may be able to work at home for part of your working week (to be agreed with your line manager to meet service need).
Travel for Work	Willing to travel across BANES, Bristol, Wiltshire and South Gloucestershire.
Line Management and Accountability	Accountable to: Finance & Corporate Services Director Accountable for: Clinical Supervisor & Associate Trainer (line management responsibility)
Purpose of Role	To ensure the efficient coordination of workforce recruitment, induction, training, and development activities across DHI. This role is central to supporting a high-performing, inclusive, and compliant workplace that reflects DHI's values. You will lead on the management of the HR information system, provide oversight of HR-related projects, and support workforce development strategies in line with

	organisational goals. You will signpost as appropriate; and facilitate managers in all areas of recruitment, retention, and training.
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Responsibilities

Recruitment and Onboarding

- Develop and maintain robust, secure, and effective recruitment and retention processes
- Manage the recruitment mailbox and workflows to ensure timely and effective communication
- Oversee onboarding and offboarding of staff and volunteers
- Assist hiring managers throughout recruitment, onboarding, and induction processes

HR Systems and Data

- Act as system owner for the HR management information system, ensuring it is fit for purpose
- Oversee the collection, maintenance, and reporting of HR data for operational and statutory purposes (including payroll)
- Support the organisation to develop improvement plans based on workforce data insights

Workforce Development

- Coordinate and facilitate the delivery of staff training, including mandatory and bespoke programmes
- Signpost employees and managers to relevant development resources, tools, and procedures
- Monitor the effectiveness of training provision and propose improvements

HR Projects and Strategic Impact

- Manage the development and delivery of workforce projects and initiatives
- Support the organisation to identify, share, and embed good practice in recruitment, retention, and training

Leadership and People Development

- Line manage the Clinical Supervisor and Associate Trainer, ensuring alignment with DHI's development strategy
- Support other managers and teams to develop and retain skills, knowledge, and confidence in HR practices

Compliance and Governance

- Ensure compliance with internal policies, legal requirements, and sector standards (including safeguarding, health and safety, and information governance)
- Operate within budget and make efficient use of resources

Person Specification: Skills, Knowledge, Experience, and Behaviours

Essential Criteria:

Behaviours

- Commitment to DHI's values and ability to model them in daily practice (as outlined in the Behaviour Framework)
- Positive, solution-focused approach

Experience

- Substantial experience in HR administration (minimum 3 years recommended)
- Experience of assessing risk and making informed decisions
- Planning and managing own workload and supporting others to prioritise theirs
- Track record of recruiting for a variety of roles across an organisation

Skills and Qualifications

- Strong written and verbal communication skills
- Good IT literacy, including use of HR systems, reporting tools, and Microsoft Office Suite

Desirable Criteria:

Skills / Knowledge

- Experience using project management tools/software
- Experience working in the health, care, or charitable sectors
- Understanding of safer recruitment and safeguarding practices

Additional Requirements

- This post is subject to a DBS check
- The postholder will be expected to undertake other duties commensurate with the role and as reasonably requested

Diversity & Inclusion:

DHI is an equal opportunities employer and welcomes applications from all backgrounds. We are committed to building a diverse workforce and inclusive workplace culture.

Behaviour Framework:

The DHI Behaviour Framework is attached separately and should be reviewed in conjunction with this job description.

All the above skills, knowledge, experience, and behaviours will be tested at application and interview.