

# MUSEUM OF THE HOME

## Job Description

Job title: HR Administrator  
Salary: £10,000 per year for 2 days per week (£25,000 FTE)  
Reporting line: Head of HR

## Job Purpose

To support the delivery of HR administrative services for staff at the Museum. Part of our mission is to make the Museum an Amazing Place to Work and we are looking for a committed team member who can support this.

To act as the first point of contact for all HR administrative queries on the Head of HR's no-working days.

## Main Responsibilities

Key role outputs i.e. a long-term, permanent end result.

- Timely and accurate administration of all HR processes – recruitment, starters, leavers, changes of terms, parental leave, etc. preparing and issuing relevant documentation - contracts, letters, etc.
- Take responsibility for information collation and maintenance in line with data protection requirements and good practice
- Provide all relevant changes to Payroll in a timely manner
- Complete employee references for new starters
- Administer all DBS checks both for new starters and existing staff in line with our Safeguarding policy
- Arrange HR inductions in liaison with hiring managers, Operations and Finance for a smooth onboarding of new starters
- Input all staff information on our HR system ensuring this is always kept up-to-date
- Keep employee files up to date
- Calculate pro-rata holiday entitlements for staff and update records
- Liaise with the Head of HR, hiring managers, and job applicants to ensure effective vacancy posting
- Liaise with the communications team to ensure effective recruitment campaigns
- Manage the jobs@ inbox with guidance from the Head of HR
- Liaise with managers and staff to keep sickness absence records up to date
- Collate HR survey data such as exit interviews, equality questionnaires, etc.
- Identify process improvements to the Head of HR
- Keep abreast of employment law relevant to own work such as equality, statutory pay rates, etc.
- Participate in HR projects relating to the continuous improvement of the HR service at the Museum

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

## Key Performance Indicators

The following are key measures which show that the jobholder is delivering effectively in their role.

- HR data integrity
- Meeting deadlines

- Providing timely and accurate information
- Quality of HR documentation – letters, contracts, etc.
- Effectiveness of internal relationships
- Effective communication with Head of HR, hiring managers, candidates, staff, etc.
- Accuracy, relevance and timeliness of data and reports

**Skills/Knowledge/Personal Attributes:**

Type of technical, specialised skills or personal attributes that are required to deliver ‘main responsibilities’ above.

Essential:

- Methodical approach to work
- Self-starter
- Administrative skills
- Organisation skills
- Attention to detail
- Numeracy and literacy
- IT: MS Office Word (able to do mail merges), Excel (able to manipulate data and use formulas), use of databases
- Communication skills, both verbal and written; able to handle all communications in a confidential manner
- Confidentiality in every aspect of their work

Desirable:

- IT: use of SharePoint and MS Teams for video calls
- Interest in employment law

Our values at the Museum of the Home – how they are represented by this role:

- Collaborative – working with the Head of HR and across the Museum to deliver effective HR administration, always keeping the highest standards of confidentiality and professionalism
- Agile – able to reprioritise own work
- Risk-taking – researching ways in which to improve the candidate and employee experience
- Creative – identifying improvements to HR processes and systems
- Eco active – cost and environment conscious and the impact this has on own work
- Inclusive/diverse – constantly looking for ways to make all HR admin processes inclusive and accessible to all

**Experience:**

Type of experience required to achieve the outputs under ‘main responsibilities’.

Essential

- 6 months’ experience working in HR administration
- 6 months’ experience in a busy office environment

Desirable

- Genuine interest in the arts and cultural sector would be advantageous

**Qualifications:**

n/a

**Other requirements:**

n/a