

Forward thinking
Straight talking



Senior HR Administrator

JOB SPECIFICATION

Gateley /

POSITION:	Senior HR Administrator
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The *role*

Due to ongoing business growth this is an exciting time for a Senior HR Administrator to join our expanding HR team.

Your workload will always be varied and will include managing the attendance process, supporting our new starter onboarding process by uploading new employees to the HR system, compiling new starter paperwork, and requesting references. Providing an excellent standard of customer service, you will respond in a timely manner to HR queries from staff across the business whilst understanding and adopting HR policies and procedures and acting as an ambassador of Gateley. You will be the go to person in the HR Administration team, being able to deal with the more complex HR admin queries, as well as taking a lead across the HR admin team in co-ordinated ad hoc projects, such as flu vaccinations and the HR manual.

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to carry out other ad hoc tasks as requested.

The *team*

Our team of HR professionals work closely to support the group's business strategy. The team prides itself on supporting and driving our employees' personal and professional wellbeing to ensure they can maximise their full potential.

The *person*

As a strong team player, you will be involved in the day-to-day activities within our busy department yet also remain focused on your own duties; this will require a need for concentration and quick turnaround of work when required. You must be highly organised and able to prioritise your own workload, often juggling a number of tasks at any one time. With previous experience of working in a fast-paced professional environment you will always maintain confidentiality.

The successful candidate will have previous administration experience (HR experience desirable) with sound knowledge of IT including MS Word, Excel, and Outlook. Your excellent telephone manner will make you a confident communicator at all levels, you produce accurate work and have an ability to check and deliver work on time, every time. Having a proactive and problem solving approach is important. A keen eye for detail is essential and punctuality and flexibility are key to success.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/ life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.

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