

## Job Description

### HR Administration Assistant

<b>JOB TITLE:</b>	HR Officer
<b>SALARY:</b>	£23,000 - £25,000 depending on experience
<b>HOURS:</b>	30 – 37.7 hrs per week
<b>LOCATION:</b>	CMC Office, Llantrisant (Office based working – 5 days a week)
<b>RESPONSIBLE TO:</b>	The Operations Director
<b>REPORTING TO:</b>	The HR Manager

Case Management Cymru is a specialist serious injury case management company working with clients across South and West Wales.

We are a growing business that prides itself on providing a high quality, bespoke service and creating a supportive environment for its employees.

You will join a small, well-established team in this friendly yet dynamic company. The successful candidate will be hardworking, reliable and forward thinking and will work with the HR Manager, assisting to develop and maintain efficient systems, processes and records.

This is an exciting opportunity for a committed employee with plenty of opportunity for growth and progression. The role is wide and varied in an organisation where your contribution will be highly valued, and where you can make a real difference to the lives of others.

#### DUTIES:

- Work with the HR Manager to drive improvement and change relating to the training and HR functions performance
- Provide efficient administrative support relating to the recruitment, appointment, training and management of the support workers we manage on behalf of our clients.
- Maintain HR records. Including but not limited to:  
tracking annual leave, sickness and absence, DBS and other relevant HR checks.
- Maintain monthly payroll information; collating, checking and summarising information from support worker timesheets, before forwarding to a 3<sup>rd</sup> party payroll processor.
- Answer queries and resolve discrepancies from the support teams and Case Managers in relation to all aspects of HR and people process.
- Contributing to service improvement, team meetings and business goals
- Participate positively in regular Supervision and the appraisal process
- To develop an understanding of the industry and regulatory framework in which we work.
- Adhere to Policies and Procedures
- Promote Equality and Diversity within the company
- Any other reasonable duties as directed

As with all job descriptions, the pattern of work is subject to review and adjustment in accordance with the needs of the service.

## Person Specifications

- 2 A Levels or GNVQ Advanced or NVQ Level 3
- 2 years + experience working in a relevant role
- Highly effective organisational skills
- Strong administrative skills, with meticulous attention to detail
- A high level of numeracy with excellent written and verbal communication
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proactive and resourceful with a positive attitude
- Confident Microsoft Office user with a general aptitude for IT

## TO APPLY

Download the application and full job description visit:

[www.casemanagementcymru.co.uk/vacancies](http://www.casemanagementcymru.co.uk/vacancies)

Return by e-mail to: [Julie@casemanagementcymru.co.uk](mailto:Julie@casemanagementcymru.co.uk)

Return by post to: Craig Harris, Case Management Cymru Ltd, Sovereign House, Sterling Drive, Llantrisant, CF72 8YX