



HR ADMINISTRATOR

CANDIDATE BRIEF



MISSION STATEMENT

To offer 'Peace of Mind through Trust and Understanding for All'



VIDA HEALTHCARE

Committed to providing the highest quality care for people living with dementia.

Vida Healthcare is a specialist dementia care provider based in Harrogate, North Yorkshire. Our three purpose-built care homes – Vida Hall in Starbeck, Vida Grange in Pannal and Vida Court in Harlow Carr all offer quality, person-centred care, state-of-the-art facilities and all the comforts of home.

OUR ETHOS OF CARE

We are committed to providing quality care

Every person receiving our service will experience quality care. It is essential to us that excellence remains at the forefront of our efforts.

We will use the most up to date information available to us

We will use the latest research, emerging evidence and professional literature, in conjunction with our own in-house clinical expertise to provide the highest standards of care.

We will always respect and protect the rights of our service users and deliver high quality, compassionate care

Through a comprehensive induction and ongoing training programme, our staff will have a clear understanding and respect for the core values which underpin the care and support we provide; respect, dignity, fairness, equality and autonomy.

We will approach our duties within Vida Hall, Vida Grange and Vida Court with sensitivity and respect

We will aim to adapt our ways of working whenever possible to cater for people's needs and routines. We will respect our residents' privacy and involve them in decisions which affect day to day living within the home.

We believe the employees of Vida Healthcare are its greatest asset

Vida Healthcare supports its staff to meet their personal responsibilities in relation to the knowledge and accountability for their own practice. We are committed to providing ongoing staff supervision and appraisals, structured training programmes and individual training objectives to allow for professional growth and development.





VISION & VALUES

VERY IMPORTANT PEOPLE

IN IT TOGETHER

DETAIL, DETAIL, DETAIL

ALWAYS KIND

To be united in excellence

Peace of mind through trust & understanding for all



JOB DESCRIPTION

HR Administrator

Reports to: HR & Payroll Manager

Job Summary

To provide an administrative support service to the HR Department and Board of Directors, ensuring that all staffing matters are dealt with in an efficient and effective manner, and ensuring compliance is maintained in line with policies and legislation.

Person Specification

Professional Requirements and Experience

- Educated to at least GCSE or equivalent (English & Maths are essential)
- Previous experience of supporting senior managers is preferable

Knowledge and Expertise

- Exemplary administration and organisation skills essential
- Excellent inter-personal skills
- Good listening and communication skills
- Capable of prioritising a busy and varied workload
- Flexible, can-do attitude
- IT competent; MS Office, databases and Email essential
- Experience of taking minutes at meetings essential

Responsibilities

General HR Admin

- Create and maintain electronic employee files in the secure shared HR area on the network
- Ensure all necessary processes are completed for onboarding new starters
- Update and maintain employee files and databases to include; absence, appraisals, DBS, Right to Work status, personal details, qualifications, maternity, paternity etc. (this list is not exhaustive)
- Participate in specific HR projects as required
- Support the HR Manager in drafting and formatting relevant company policies as and when required
- Monitor and triage the HR and Recruitment mailboxes and allocate emails to relevant team members to action



Recruitment

- Assist the Recruitment & Retention Officer in ensuring all recruitment processes are strictly adhered to including, but not limited to; checking Right to Work status, pre-screening applications, taking notes at interviews, co-ordination of interview assessments as required
- Collate and redact applications for shortlisting
- Produce interview timetables and packs for interview panels

Compliance

- Assist the HR Manager and Operations Director in ensuring compliance is maintained in line with policies and legislation, such as GDPR, Health & Safety, Working Time Regulations (this list is not exhaustive).

Data Protection

- The Company's Data Protection Policy is available on the Vida Policies platform. All job roles within Vida Healthcare are required to adhere to the Company's Data Protection Policy at all times when handling personal data in the course of executing their role responsibilities. Failure to comply with the Company's Data Protection Policy may be dealt with under the Company's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

General requirements

- Adhere at all times to Company Health and Safety Policies and maintain a clean, uncluttered, and safe environment for residents, members of the public, and staff.
- Adhere at all times to Company Policies relating to Conduct including Confidentiality Policy, Smoke-Free Policy, Standards of Attendance, Appearance, and Behaviour.
- Take responsibility for their own ongoing learning and development in order to maximise their potential.
- Represent Vida Healthcare to provide the highest possible standard of service to residents and members of the public, by treating all those that one comes into contact with in the course of one's work in a pleasant, courteous and respectful manner.
- Staff at Vida Healthcare will share the Company's values and commitment to providing the highest quality, compassionate care.
- The **Clinical Skills Facilitator**, along with all other roles within the Company, carries the responsibility for safeguarding and promoting the welfare of our residents.

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to review periodically.



WHAT WE OFFER

Hours and salary

- 40 hours per week
- £25,917 per annum

Membership of a workplace pension scheme (where eligible)

Salary sacrifice schemes (where eligible)

- Cycle to work
- Pension

Staff referral scheme

Employee Assistance Programme

- A free, confidential health and wellbeing service for all of our employees and their immediate families

Healthcare Cash Plan

Blue Light Card

- The discount service for the emergency services, NHS, social care sector and armed forces, providing members with thousands of amazing discounts online and on the high street

Free on-site parking

Excellent working conditions and environment

Free access to Vida Academy

- We support all our staff, from new starters right through to senior managers, to learn and develop in their role. Vida Academy promotes lifelong learning across the organisation and establishes our staff as dementia ambassadors



HOW TO APPLY

All candidates must complete our application form, including a personal statement outlining how they meet the requirements for the role.

To provide false information is an offence and may result in your application being rejected, any offer of employment being withdrawn, or summary dismissal if already appointed.

Selection for interview will be undertaken by a panel. Each panel member will assess which candidates most closely meet the necessary experience and skills criteria for the role. At least one member of the interview panel will hold a current Safer Recruitment Certificate.

Closing date for applications is **20 January 2025**

Interviews will be held week commencing **27 January 2025**

Candidates must have the right to work in the UK as we cannot offer sponsorship for this role

We reserve the right to close the vacancy if a suitable candidate is identified during the recruitment process.



We look forward to receiving your application.

