



## **JOB ADVERTISEMENT:**

# **Human Resources Administrator**

**(Internal Title Officer, Human Resources)**

Full-time staff position based in London, UK

Salary range: Up to £37,500

**August 2024**



## Introducing Integrity

*Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.*

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering ten complementary services: monitoring, evaluation and learning / data analytics / research, evidence and analysis / advisory / project management / communications / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 80 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

**VISION:** To set the international standard for ethically delivered expert services in complex and challenging contexts.

**MISSION:** We use evidence and learning to provide trusted advice and enable change for a sustainable future.

### VALUES:

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practices.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathise with people's situations, and commit to do no harm.

**ETHICS:** Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organisation where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## Scope of Work

The Human Resources Officer will work as part of a small team and provide an effective HR administrative service throughout the employee lifecycle. This includes recruitment postings, maintaining personnel records and systems, gathering payroll data, coordinating employee onboarding and offboarding procedures, preparing employment contracts, monthly reports, and handling ad hoc queries.

To be successful in this role, the HR Officer must be able to work independently and proactively complete tasks. Excellent organisation, communication and IT skills, accuracy and attention to detail are essential requirements. This role will require a tactful and confidential approach.

The Human Resources Officer will report to the VP, HR.

## Terms of Reference

### HR Operations

- Support the recruitment process by ensuring QA and copy editing all Terms of References, coordinating with recruitment teams to ensure compliance with the process, updating systems with recruitment information, posting adverts and managing job boards including subscriptions.
- Prepare offers and contracts of employment, obtain references and required documentation at the offer stage and schedule inductions.
- Manage staff set up on Podio, Absence.io and SharePoint and ensure accurate HR records and maintenance of all systems.
- Coordinate the set-up of benefits for new starters, the removal of benefits for leavers, and the updating of vendor benefits platforms with employment changes.
- Ensure all payroll changes are accurate and logged in time for the finance team's monthly payroll. Update employee payroll changes on HR systems and ensure timely changes are provided to the payroll provider monthly to ensure staff are paid correctly each month.
- Collate relevant data and provide monthly reports. Update and maintain Staff and Line Management Chart and the Staff Organogram.
- Maintain an accurate HR Dashboard with employee information, including updating new starters, employee changes and leavers.
- Assist staff with day-to-day employee queries, direct staff to relevant policies and guidance, and escalate to VP HR, as appropriate.
- Attend meetings and assist in note taking at formal meetings or as required.
- Support ad hoc duties as required by the HR department, including participation in project work.

## Your Experience and Expertise

You will have:

- A relevant Bachelor's degree or equivalent qualification
- Excellent verbal and written communication skills

- Good IT skills including intermediate level Microsoft including Excel and PowerPoint
- A high level of initiative, proactivity and problem-solving skills.
- The ability to take personal responsibility for the quality and timeliness of work and achieve results with minimum supervision.
- Strong interpersonal skills to deal with staff at various levels and deal confidentially with data and sensitive matters.
- The ability to build constructive working relationships characterised by maturity, cooperation, and mutual respect.
- The ability to promote cooperation and commitment within a team to achieve goals and deliverables.
- The ability to work under pressure and to tight deadlines while maintaining professional accuracy with strong attention to detail.
- The ability to adapt to changing business needs, conditions and work responsibilities.
- The ability to earn others' trust and respect through honesty, professionalism and integrity.

Desirable:

- Experience in an HR department
- CIPD qualification

## Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

## Core Competencies

You should also demonstrate the following core competencies:

### Level 1: Team competencies

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| <ul style="list-style-type: none"><li>• Ethics</li><li>• Leadership</li><li>• Planning and Organizing</li><li>• Development and Continual Learning</li><li>• Results Focus and Initiative</li></ul> | <ul style="list-style-type: none"><li>• Teamwork</li><li>• Customer Orientation</li><li>• Communication</li><li>• Managing Change</li></ul> |
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## Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://www.integrityglobal.com/apply) and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **22 October 2024**. However, we will review candidates on a rolling basis, and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

### **Candidates must have the right to work in the UK**

*Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by UK / US data protection laws.*