



# Administrative Assistant

May 2022

# Job Description

<b>Job Title</b>	Administrative Assistant
<b>Department</b>	HR
<b>Reports to</b>	HR Manager
<b>Responsible for management of</b>	N/A
<b>Hours per week</b>	22.5 to 30 hours per week
<b>Salary</b>	£12,600.90 to £16,801.20 (£21,000. FTE)

## ABOUT THE GARDEN

### Conservation, Education and Inspiration

The National Botanic Garden of Wales is dedicated to the research and conservation of biodiversity, to sustainability, lifelong learning and the enjoyment of the visitor.

Our vision is a world that values biodiversity, protects plants and the planet.

#### We will:

- Contribute to the economic, social, environmental and cultural well-being of Wales for future generations.
- Advocate for and champion environmental conservation and sustainable practices.
- Promote and develop biodiversity conservation in Wales and internationally, through partnerships and in consultation with national and international organisations.
- Strive to communicate and engage with a wide diversity of audiences.
- Through internationally recognised accreditation (e.g. BGCI) demonstrate implementation of the highest standards of research and conservation practice.

The Garden employs up to 100 employees on full-time, part-time or fixed term contracts. The number of employees increases during the summer opening times.



## DESCRIPTION OF ROLE

An exciting opportunity has arisen for an Administration Assistant to join the HR Department to assist in the smooth and efficient day to day running of the Department providing a customer-focused service for internal and external customers.

The Administrative Assistant will assist the HR Manager in the running of the HR Department by ensuring all data is accurate and stored correctly, undertaking general administration duties and record keeping.

You will serve as the main point of contact for the HR Department in the absence of the HR Manager dealing with enquiries or obtaining direction from the HR Manager where required.

You will provide administration support to the Finance Department as and when required and one day per week reception duties.

## MAIN DUTIES AND RESPONSIBILITIES

1. Update and ensure accuracy of HR records and system.
2. Collage sickness absence and holiday records.
3. General administration duties to include – scanning, filing, shredding, photocopying.
4. Keep a log of all HR queries received via mail or in person in the absence of the HR Manager.
5. Maintain the HR filing system and carry out appropriate audits – electronically and in hard copy format.
6. Undertake HR filing regularly and accurately in order that effective filing systems are maintained in accordance with HR Retention Policy.
7. Processing email communication and postal communication in to the HR Department.
8. To provide administration support for HR Processes including note taking at meetings, investigations, disciplinary meetings, remuneration committee meetings, SMT meetings.
9. Organise employee update meetings and employee internal events and training.
10. Maintain appropriate confidentiality of information relating to the Company and its staff and maintain compliance with relevant data protection legislation/GDPR.
11. Collate and log staff appraisal documentation.
12. Update company organisation chart when changes are made and ensure it is accurate.
13. Obtain welsh translation using third party or internal staff of HR documentation.
14. Support the recruitment process - sending out invite letters, rejection letters, setting up interviews, obtaining references etc.
15. General administrative support for Finance Department when required. Ensure payroll information is provided to the Finance Department on a monthly basis or as and when changes occur.
16. One day per week Reception duties which includes dealing with queries from members of the public in person or over the telephone or employees.
17. Any other duties commensurate to the position.



## PERSON SPECIFICATION

Criteria and evidence expected:		Method of Assessment		
		Application	Interview	Assessment
Education/Qualifications Knowledge/Experience Competencies/Abilities				
<b>Essential Criteria</b>				
1	Good level of education.	✓		
2	Good communication skills – oral and written.	✓	✓	✓
3	Knowledge and experience of working with Excel, Word and Outlook.	✓	✓	✓
4	Organisational skills.		✓	✓
5	Ability to work to deadlines.			
6	Work on your own initiative.			
7	Administrative role.	✓	✓	
8	Team player.	✓	✓	
9	Strong communication and interpersonal skills.	✓	✓	
10	A proactive approach to work.	✓	✓	
11	Flexible and able to respond in a dynamic working environment.		✓	
12	Take ownership of resolving problems.		✓	
13	Willing to learn.		✓	
14	Good telephone manners.		✓	
<b>Desirable Criteria</b>				
15	CIPD or working towards.	✓		
16	HR Administrative role.	✓	✓	
17	Breathe HR or similar HR or payroll software.	✓	✓	
18	Working in the tourism sector.	✓	✓	
19	Indeed.	✓	✓	
20	Fluency in written and spoken Welsh.	✓	✓	



## OUTLINE DETAILS OF APPOINTMENT

The annual salary is £12,600.90 to £16,801.20 (£21,000. FTE). The role will commence at the earliest date that can be arranged.

Informal enquiries are welcome and should be directed in the first instance to Anne-Maria Nicholas HR Manager on [anne-maria.nicholas@gardenofwales.org.uk](mailto:anne-maria.nicholas@gardenofwales.org.uk).

Applications in the form of a cover letter and CV clearly showing how you meet the criteria should be sent to [anne-maria.nicholas@gardenofwales.org.uk](mailto:anne-maria.nicholas@gardenofwales.org.uk).

**The closing date is Friday 24th, June 2022. Interviews will follow shortly after. Post to start as soon as possible thereafter. We reserve the right to close this advert early should sufficient applications be received.**

We welcome applications in Welsh and applications submitted in Welsh will not be treated any less favourably than applications submitted in English.

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