

Job title:	HR Administrator (Payroll)
Department:	HR
Reports to:	Recruitment Business Partner
Responsible for:	n/a
Location:	Warwick/Hybrid
Hours of Work:	31hpw, 09:00-16:15 Mon to Thurs, 09:00 – 13:00 Fri 3 days in the office, 2 days from home (one being a Friday)
Closing date:	

Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



Job Purpose:

To support the HR department with various administrative duties with a specific focus on Contractual Change Administration.

Main Duties and Responsibilities:

Payroll and Starter / Leaver Actions

- Administer contractual changes and system updates for Payroll, to include Leavers and New starters
- Add new starters to Mitrefinch
- Annual payment for Mental Health First Aiders and First Aiders across all sites
- Process Refer a friend payments
- Administration of Net2 system
- Process Apprentice starters and leavers on gov.uk website and apprentice tracker
- Action DBS checks
- Liaise with Recruitment Administrator for Work experience requests

Benefits and Membership Administration

- Maintain multiple membership logs for employee benefits
- Administer probation documentation and correspondence
- Process Long Service Awards

Employee Support and General Administration

- General Administration and support to the HR department
- Password management for the HR system
- Update company Structure chart each month



Compliance and Reporting

- Administer Working Time Directive reports and any correspondence
- In conjunction with the Recruitment Business Partner review and process annual apprentice pay rates
- In conjunction with the Recruitment Business Partner review and process annual pay reviews based on National Living Wage
- In conjunction with the Recruitment Business Partner review and process average holiday pay

Accountabilities & Commitments Required:

- Accuracy and Attention to Detail: Ensure all data entries and administrative tasks are completed with high accuracy to maintain the integrity of HR records.
- Confidentiality: Handle sensitive employee information with the utmost confidentiality and in compliance with data protection regulations.
- Timeliness: Complete all tasks within the set deadlines to ensure smooth HR operations and compliance with legal requirements.
- Customer Service: Provide excellent support to employees and managers, addressing their queries and concerns promptly and professionally.

Quality & Environmental Responsibilities:

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team recruitment@dennis-eagle.co.uk



Criteria	(E)ssential / (D)esirable
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Knowledge	
• Basic knowledge of GDPR	E
• Knowledge of production and HGV service environments or a similar industry	D

Experience	
• Proven administration experience	E
• Experience of using software systems	E
• Previous experience administering DBS checks	D

Education / Qualifications	
• Maths & English GCSE C grade (or equivalent)	D
• HR related qualification	D

Job-related skills & abilities	
• Microsoft Excel and Word at intermediate level	E
• Ability to communicate effectively and with diplomacy with all levels of employees	E
• Excellent planning and organisation skills	E
• Ability to prioritise a high workload effectively with attention to detail	E
• Self-motivated & proactive	E
• Ability to work collaboratively with HR, management, and other stakeholders	E
• Ability to multitask and deal with a varying workload in type and volume of work	E
• Ability to maintain confidentiality and discretion	E

Other requirements	
• Ability & willingness to travel throughout the UK	E
• Must complete the following assessment during the recruitment process: <ul style="list-style-type: none"> ○ Excel ○ Verbal reasoning 	E

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.

Employee name _____ Employee signature _____ Date _____

Manager name _____ Manager signature _____ Date _____

