



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD

## Job Description

### Business Administrator (HR)

<b>Post Holder</b>	TBA
<b>Job Title</b>	Business Administrator (HR)
<b>Grade</b>	7
<b>Salary</b>	£21,000 - 28,000 pro rata
<b>Location</b>	Bakewell
<b>Accountable to</b>	Senior Business Administrator
<b>Job Summary</b>	<p>As part of the Company's Management Team undertake HR duties (recruitment, contracts, leave, sickness, discipline, etc.) and also to assist as cover for the Business Administration team in tasks such as secretarial, administrative, clerical, purchasing and financial record and invoicing duties and general admin support &amp; office duties.</p>
<b>Responsibilities/Main Duties</b>	<p>Undertake HR tasks including preparation of person specifications, job descriptions, statement of terms, operating and maintaining the Company HR systems and records (e.g. sick leave, holidays), staff inductions, issuing kit, organising staff training and social occasions.</p> <p>Take a leading role in promoting the Company's Vision, Mission and Culture.</p> <p>Prepare employment contracts and give Company inductions to new recruits.</p> <p>Liaise with the Company's HR legal support as required.</p> <p>Co-ordinate and undertake staff-related issues, including, if necessary, disciplinary procedure.</p>

Attend and develop your HR competencies including updates.

Compile monthly KPIs as required.

Take part in and organise staff training and development initiatives.

Organising company events and trips.

Assist as cover for the Business Administration team in tasks such as secretarial, administrative, clerical, purchasing and financial record and invoicing duties and general admin support & office duties.

Work closely with Senior Business Administrator and MD on relevant staff issues.

Develop Company's HR systems in line with the Company's expansion and in discussion with Senior Business Administrator and MD.

Accompany other staff to meetings, diary keeping and arranging meetings.

Drive company vehicles when required. Assist with keeping the company vehicles up to date with tax, insurance, MOT and servicing and ensuring that they are roadworthy at all times. Notify manager of any faults etc so that they can be rectified.

Occasional travel may be required, for example to attend meetings with bank, training and so forth.

Any other duties that may be allocated from time to time.

**Safety**

To abide by the safety rules as set out in the Health and Safety Handbook.

**Hours of Duty**

Part-time – full-time considered. Full time = 40 hours per week inclusive of breaks.

**Annual Leave**

All statutory bank holidays (8) plus 20 days (pro-rata if part-time).

**Conditions of Service**

See the Staff Handbook.

**Period of Notice**

First month = nil.  
After 1 month & within probation period = 1 week  
After probation period & less than 1 year = 8 weeks  
After one year = 12 weeks

**Confidentiality**

It should be noted that some of the information that the post-holder will access will be of a confidential

nature both to other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes.

**Note**

This job description does not form part of the contract of employment.

This job description will be reviewed on a regular basis.