

## **Post Offer Administrator – Health in Justice**

**RESPONSIBLE TO:** Recruitment Manager, Health in Justice

**ACCOUNTABLE TO:** Head of Recruitment, Health in Justice

### **Job Summary**

The post-holder will provide general Post Offer administrative support within Health in Justice service line.

The nature of roles includes ensuring pre-employment checks are completed in accordance with regulations. The post-holder will provide support for the full pre-employment process, from generating employment offers and contracts to ensuring their HR compliancy in accordance with Practice Plus Group Policies and NHS Employment Check Standards.

### **Key Responsibilities**

- Support new starter administration, to include issuing offers of employment, drafting contracts, carrying out pre-employment checks and tracking returned documentation ensuring that all new hires have completed adequate pre-employment checks in line with the NHS employment check standards;
- Maintain high levels of efficiency, accuracy and professionalism in all tasks and communications in accordance with defined KPI standards;
- Ensure that Practice Plus Group meets its regulatory responsibilities with regard to pre-employment vetting and complies with the Data Protection Act. This includes verifying DBS applications, gathering references and ensuring the relevant line management sign off, verifying professional registrations and eligibility to work in the United Kingdom, liaising with the Occupational Health team regarding pre-employment screening and ensuring the relevant line management sign off;
- Create electronic employee personal files, ensuring these meet Company, legislative and CQC requirements;
- Monitoring and updating portals (PPG onboarding portal and document collation via Zinc) to ensure all the documentation required for compliance is complete
- Undertake ad-hoc and project work as directed by the HR Operations Manager.

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- Demonstrate a commitment to customer service excellence through effective communication and responding effectively and speedily to operational requests;
- Promote a positive and professional image of the Post Offer Administration team in telephone, face-to-face and written communication;
- Participate in all personal development initiatives and keep abreast of relevant developments within the Company and Resourcing / HR functions;
- Comply with the Company Appraisal system and attend an appraisal every year;
- Ensure updated mandatory training requirements are met.

**Person Specification: Post Offer Administrator – Health in Justice**

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good level of general education</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of academic or vocational learning at Level 3 or above (e.g., A Levels)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an office based administrative department</li> <li>• Working effectively as part of a team</li> <li>• Experience of working to short term deadlines on a regular basis</li> <li>• Confident communicating via telephone and email</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a healthcare sector</li> <li>• Experience of working within a Resourcing/ Human Resources team</li> <li>• Experience of working within a legislatively regulated environment</li> <li>• Experience of the NHS Employment Check Standards</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment</li> <li>• Understanding of the confidentiality requirements of working in a HR team</li> <li>• Good IT skills, particularly in Microsoft Word, Excel &amp; Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HR/ Recruitment or on-boarding practices and procedures</li> </ul>

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	<ul style="list-style-type: none"> <li>• Accuracy and attention to detail</li> <li>• The ability to prioritise a demanding workload effectively in order to meet deadlines whilst maintaining attention to detail</li> </ul>	
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to the provision of quality HR and Resourcing services</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel to other Practice Plus Group locations on an occasional basis</li> </ul>

**Additional Information:**

**Appraisal**

Practice Plus Group operates a system of individual performance review/appraisal for the purpose of agreeing performance objectives and discussing development needs in line with requirements of service need in the operational plan.

**Conflict of Interests**

You may not without the consent of Practice Plus Group engage in any outside employment and you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in Practice Plus Group. Interests that might appear to be in conflict should also be declared.

**Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by Practice Plus Group for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of Practice Plus Group, unless expressly authorised to do so by Practice Plus Group. Further guidance on confidentiality is contained within Practice Plus Group Information Security Management System (ISMS).

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### **Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

### **Education and Training**

Personal continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives.

### **Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regard to Practice Plus Group Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with Practice Plus Group.

### **Health and Safety**

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to: -

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

### **Risk Management**

All members of staff have a responsibility to report all clinical and non-Clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

**This job description is subject to regular review and appropriate modification.**

**I confirm I have read and understand this Job Description**

Name of Post-holder: .....

Signature: .....

Date: .....

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