



# Diocese of Westminster

---

**Job profile:** HR Data Administrator  
**Location:** Vaughan House  
**Reporting to:** Junior HR Business Partner

**Job Purpose:**

To ensure HR & Payroll data is accurate, up to date and can be used reliably to produce reports and analyse the workforce and payroll costs of the diocese

**Overview:**

1. To input data to the HR & payroll systems
2. To assist with analysis of payroll data
3. To explain data variances between department, across timescales and at individual department levels
4. To retrieve data in the form of reports from the HR & payroll system
5. To cleanse and update data on the HR and payroll system
6. To support the implementation of a new HR & Payroll system for the diocese
7. To input data and work rules on the new HR & Payroll system relating to work patterns, holiday rules, absence rules, non-standard contracts, self-service parameters
8. To support the parishes in implementing the new HR & payroll system, providing telephone and email advice and guidance
9. To provide administrative support to the team as required on HR matters relating to the following areas:
  - **Resourcing and recruitment** i.e. preparation of job adverts and job descriptions
  - **Onboarding** i.e. drafting conditional offer letters and undertaking pre-employment screening
  - **Growth** i.e. providing support with the induction process and apprenticeship scheme
  - **Health and wellbeing** i.e. sickness reporting
  - **Reward** i.e. to support with entering data on the payroll system relating to auto enrolment
  - **Filing** i.e. to undertake scanning and filing of monthly payroll data

**Principal duties and responsibilities**

1. Responsible for all administrative elements (HRIS) relative to existing employees:
  - Hierarchy and organisational structure
  - GP and OPAS cost codes / dept names
  - 2<sup>nd</sup> line support for Employee and Line Manager portal across curia and parishes
  - Producing reports and data from system
  - Monitoring Sickness Absence Maternity Leave (all absence)
  - Monitoring A/L across diocese
  - Appraisal completion
  - Training completion
  - Employee data changes
    - Personal
    - Pay
    - Terms
    - Hours
  - Support HR Business partners with administrative elements of their roles
    - Redundancy prep
    - Recruitment (marketing and advertising)
    - Note taking and files for Disciplinary Grievances EAT's Meetings & Committees

2. Support the management of 360 recruitment function across all areas of the diocese:
  - Interviews
  - Applicant engagement
  - Letters
  - Contracts etc.
3. Entering of variable pay / adjustments / special payments / deductions and all elements relating to direct pay
4. Maintaining all records relative to HMRC, Payroll, Auto enrolment Pensions and Teachers Pension, Fines, Attachment of Earnings, Fines, Loans, Salary sacrifice schemes etc.

---

**Person specification:**     **HR Data Administrator**  
**Contract Type:**         Permanent  
**Salary:**                     £25K per annum  
**Hours of work:**         35 hours per week (Monday to Friday 9am-5pm)

**Experience required**

1. 2 years' experience within Administrative HR functions, Operational HR or HR Shared Service environment (Essential)
2. HRIS strong skills set, HR data management, 2<sup>nd</sup> Line support HR function (Essential)
3. Some experience in employee engagement, recruitment, payroll and ER (desirable)

**Competences required**

1. Ability to work well as part of a team
2. Excellent IT skills particularly Excel advanced
3. Excellent attention to detail
4. Excellent communication skills
5. Ability to effectively manage time and work effectively under pressure
6. Highly numerate with excellent analytical skills and an enquiring mind
7. Accurate with great attention to detail
8. Good time management
9. Ability to maintain focus in busy environment with interruptions
10. Good written communication and clarity

**Qualifications required**

1. CIPD Level 3 or commitment to work towards