



**Diocese of Rochester**  
**called together**

**JOB TITLE:** People Administrator

**LOCATION:** Diocesan Office, St. Nicholas Church, Boley Hill, Rochester

**GRADE:** Grade 3

**REPORTING TO:** Head of People

### **PURPOSE OF JOB**

Carry out administration for the People team as required, supporting the Head of People in the delivery of People strategies which contribute the diocesan vision, including embedding a safe and healthy culture within our teams, ensuring best practice and compliance.

### **PRINCIPAL ACCOUNTABILITIES**

1. Support the Head of People with the administration of job descriptions including the job evaluation process.
2. Administer the recruitment process, supporting the Head of People, creating and placing job adverts, responding to applicants and arranging interviews, including coordinating panels and selection activities.
3. Administer the onboarding process for all new starters including references, Right to Work, DBS checks (where applicable), training, e-learning and probation reviews, and be responsible for tracking documentation and flag issues to the Head of People.
4. Co-ordinate new starter announcements and inductions for new starters, supporting line managers with induction planning for senior role holders as appropriate.
5. Work alongside the People Systems Administrator to maintain sickness records, chase up outstanding Self-Certificates/Statements of Fitness. Raising issues as appropriate.
6. Work alongside the People System Administrator to monitor holiday, toil and flexi time for all employees, including holiday calculations for starters, leavers and annual reconciliations
7. Prepare employee correspondence relating to maternity, paternity and other leave
8. Support the Head of People in the documentation and administration of disciplinary, grievance and complaints, ensuring templates remain up to date and documentation and records are accurately maintained. Take full and accurate notes at confidential meetings as required.



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9. Provide administrative support to the HR Group, including booking meetings and taking minutes. Also provide admin support for any other people initiatives which may include staff surveys, forums and wellbeing initiatives.
10. Track and monitor annual performance reviews and training and development needs.
11. Help to maintain the Staff Handbook, supporting the Head of People in reviewing and updating policies in line with best practice and legislation.
12. Provide support to the Head of People with diary management and correspondence.
13. Maintain electronic and paper employee files.
14. Work with the Property Team to track Health and Safety actions as they relate to people.
15. Assist with HR project work as required.
16. Provide general office support, including, taking telephone calls, providing reception cover and other ad hoc administration.
17. Handle all confidential and sensitive information in a professional manner.
18. Any other duties as required by the Head of People.

### **SKILLS AND EXPERIENCE**

- Previous HR Administration experience
- Strong attention to detail
- Working experience of Microsoft Office including Word, Excel and PowerPoint
- An ability to work to tight deadlines
- Demonstrates a proactive approach to work
- Willingness to learn and develop in the field of HR
- An excellent communicator, both verbal and written
- An understanding of when to consult or seek advice
- Experience in handling confidential matters and understanding professional boundaries

### **COMPETENCIES**

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.



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**Persuasiveness** – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

**Problem Solving** – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

**Independence** – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

**Adaptability** – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

**Teamworking** – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.

October 2025