

JOB DESCRIPTION

People Team Database Administrator

Hours of work: 20 hours per week, ideally worked over 4 days, with at least 3 days/ week based in the office

Type of contract: Permanent

Based at: The Lodge, Littlemore, Oxford / home working

Rank: 6

BACKGROUND

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) is the only charity working to safeguard wildlife and natural landscapes across the three counties. Founded in 1959 by a small group of volunteers, we now have more than 27,000 memberships and 1,700 volunteers. We own or manage more than 80 nature reserves and work in partnership on conservation projects with local communities, businesses, landowners and local authorities. Each year around 12,000 schoolchildren visit our four education centres. We have strong finances, with an annual turnover of £6 million and we're proud of our highly effective and dedicated team of 150 staff.

BBOWT is part of a national network of 46 Wildlife Trusts, which means our work has a bigger impact, making a difference for wildlife beyond our three counties.

Our 'Wilder' plan for 2021-2026 sets one simple overarching aim: to create more nature everywhere. To do this, we need to inspire people to take action and do all we can to restore wilder landscapes.

Our three main goals are to:

- Put nature into recovery
- Empower people to act for nature
- Secure our future

JOB PURPOSE

- To support the People team by delivering efficient and customer focused database and general administration.

REPORTING LINE

Reports directly to the People Business Partner

EMPLOYEE MANAGEMENT

This post has no line reports

BUDGETARY RESPONSIBILITIES

This post has no budgetary responsibilities

KEY RESPONSIBILITIES

- Responsibility for database administration associated with the full employee lifecycle on the People team's HR Information System (HRIS)
- Administration and monitoring of the recruitment module of the HRIS, scheduling interviews & communicating with candidates
- Administration and monitoring of the online accident book including report preparation

- Administration and monitoring of the online training database
- Administration of the online benefit portal, YuLife
- General administration for the People team, to include that related to People team meetings
- People team administration (general) including recruitment, payroll filing, training and GDPR compliance
- Co-ordination of People Connect bulletin, including uploading of relevant files to the system
- Generating and providing regular reports from databases and other data sources as required
- Assist and provide support to team members as required
- Opening and distributing post delivered to the Lodge as appropriate and administration associated with the post
- Maintain confidentiality as appropriate
- Ensure that all health and safety obligations are met in all aspects of the role
- Engender a culture of membership recruitment within the team
- Any other duties as delegated by the line manager or director

PERSON SPECIFICATION

	Essential	Desirable
Have a proven administrative track record with a methodical approach and excellent attention to detail	✓	
Confident in the use of, and demonstrable experience in MS Word, Excel, Email, Internet	✓	
Confident in the use of, and demonstrable experience in database systems administration	✓	
Able to maintain confidentiality as appropriate	✓	
Demonstrable team working skills	✓	
Flexibility, a willingness to adapt and a problem-solving attitude	✓	
Proven ability to work independently and manage conflicting priorities effectively	✓	
Proven ability to show initiative and contribute new ideas	✓	
GCSE (or Equivalent) Grade C (or equivalent) or above in maths and English	✓	
Demonstrable customer service skills	✓	
Excellent interpersonal and communication skills	✓	
Ability and willingness to demonstrate the BBOWT values and behaviours	✓	
Previous experience working within a Human Resources team		✓
Experience of successfully working within defined procedures and policies		✓
An interest in wildlife conservation		✓

MEASUREMENTS OF SUCCESS

- Good feedback from customers, other employees and volunteers
- Accuracy of work
- All tasks dealt with in a prompt and timely manner
- Amount of supervision required
- Contribution and implementation of ideas for the improvement in quality and efficiency of the administrative systems