



Creating great homes together

Role Profile

Position

People Support Administrator

Reporting to

People Support Manager

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- A fast paced, adaptable and collaborative environment
- The ability to support Magna's future direction
- Development of your skills and knowledge within a supportive team
- Opportunities to help deliver valued differences to colleagues
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Remaining calm and mindful whilst prioritising and completing tasks
- Attention to detail
- Delivering in a timely and confidential manner
- Being a positive point of contact for colleagues' People needs
- Effectively demonstrating and promoting Magna behaviours

What you take care of

- Creating, inputting and maintaining data in the People system for the Support teams
- Preparing data for the monthly People Packs
- Attending investigation meetings, probation hearing, disciplinary hearings, and health & attendance meetings as note taker. Transcribing and checking records of meetings are accurate.
- Supporting the People Support Partners on a wide range of ad-hoc People issues
- Supporting, co-ordinating and delivery of project work for the People Support team.
- Ensuring your work is compliant with Magna's policies and procedures, along with statutory and legislative guidelines
- Monitoring, reporting on and administration of declarations of interests
- Monitoring and raising team invoices for payments
- Arranging meetings for the support team, the People team and the administration team
- Monitoring, sign posting and actioning emails in the support team email inbox
- Administration for the safety & wellbeing function, specifically administration for non-compliant users with overdue DSE assessments and skillgate courses

What you need to be successful

- Effective administration and organisational skills
- Experience of working within a People team or with using confidential information
- Ability to use Microsoft office packages especially excel and outlook
- Proven ability to give great customer service and get it right first time
- An ability to see how things can be done differently

Qualifications required

Applicants with transferrable skills are encouraged to apply.

