

JOB DESCRIPTION

Role:	HR Administrator
Department:	HR
Reporting to:	Director of HR
Works with:	HR Officer, Payroll Administrator and wider business
Responsible for:	None
Job Type:	Temporary 12 Months Fixed-term Contract, Full Time (flexible), Monday to Friday, 8:30 – 17:00, 37.5 hours per week
Salary:	Dependent on experience
Location:	Bradford on Avon (Treenwood)

This is a fantastic opportunity to join a growing and exciting business with an excellent reputation in their field.

Steve Vick International (SVI) is dedicated to delivering cost-saving solutions for damaged, redundant, or outdated pipework. Since its foundation in 1981, SVI has been at the forefront in developing products and techniques for the repair, renovation and decommissioning of pipes. Predominantly our work has been in the gas industry but increasingly we are undertaking projects in the water and nuclear sectors. As we expand our operations and diversify our products, this position will support an established engineering team to help maintain SVI's market position in the gas, water and nuclear markets.

Due to continued project growth, we are seeking a motivated HR Administrator to join our HR team on a 12-month fixed-term contract. This is an exciting opportunity to contribute to impactful HR projects and initiatives while supporting a busy and dynamic team.

The HR Administrator will provide comprehensive, efficient and timely administrative support to the HR Officer and Director of HR. The role will cover all aspects of HR administration, including employee lifecycle management, recruitment coordination, record management and reporting.



The successful candidate will work both independently and collaboratively within the wider HR team, gaining insight into how HR supports employees and managers at all levels across the business. This is an excellent opportunity for someone looking to build their HR experience and develop their knowledge and skillset.

Role Purpose

The HR Administrator is responsible for providing comprehensive and efficient HR administrative support across the business, ensuring accurate management of employee lifecycle processes. This fixed-term role provides additional support to a busy HR team, delivering timely HR information and guidance to managers and employees, maintaining HR records and systems to a high standard and ensuring compliance with employment legislation and company policies.

By acting with tact, discretion and professionalism, the HR Administrator supports employee engagement, represents company policies clearly and builds positive relationships with colleagues and external stakeholders, contributing to a positive and compliant HR function.

Success Factors

Success in this role will be demonstrated by the ability to manage HR administrative tasks accurately and efficiently while supporting managers and employees throughout the employee lifecycle. The postholder will maintain high standards of record-keeping, ensure compliance with policies and legislation and handle confidential matters with discretion.

Building strong working relationships with colleagues and external stakeholders, promoting SVI's values and contributing to a positive team culture will also be key indicators of success.

Competencies, Skills and Knowledge

CIPD Level 3 (or working towards) or equivalent experience

Knowledge of HR policies and employment legislation and proven experience in an HR administrative role

Good standard of education, including English and Maths

Strong IT skills, Microsoft Office (Word, Excel, Outlook, PowerPoint)

Knowledge of general office procedure and practices

Experience producing and maintaining accurate, confidential employment and contractual records.

Strong organisational and time management skills, with the ability to manage competing priorities

Ability to work independently using initiative, while taking direction when required

Strong verbal and written communication skills

Excellent attention to detail

Ability to handle sensitive information with discretion



Key Duties/Responsibilities

Recruitment and Onboarding

- Coordinate end-to-end recruitment administration, including advertising vacancies, managing applications, preparing shortlisting documentation and arranging interviews.
- Support pre-employment checks and onboarding processes for successful candidates, including:
 - Issuing offer letters, contracts and new starter documentation
 - Setting up new starters on the HR system
 - Obtaining and verifying references
 - Liaising with IT to ensure equipment and system access are ready for day one
 - Coordinating induction schedules with line managers.

Employee Lifecycle Administration

- Support the processing of changes to terms and conditions and pay awards, including system updates, issuing documentation and maintaining accurate records.
- Administer maternity, paternity, adoption and shared parental leave processes.
- Manage leaver administration, including:
 - Processing resignations and retirements on the HR system
 - Calculating outstanding annual leave
 - Checking for training agreements or salary sacrifice arrangements
 - Liaising with IT regarding asset returns
 - Notifying the HR Officer regarding exit interviews.
- Attend monthly payroll meetings to ensure employee pay data and entitlements are accurate and up to date.
- Maintain HR system entitlements, including sickness and annual leave records.
- Process and monitor employee training data for compliance and audit purposes.

Performance and Development Support

- Support administration of quarterly Pulse Meetings (appraisals), ensuring managers are aware of review dates and documentation is saved appropriately.
- Support probation review processes, ensuring managers are informed of review dates and issuing confirmation letters where appropriate.
- Assist in the design, delivery and evaluation of development initiatives and training programmes.

Compliance and Systems

- Coordinate HR administrative projects (e.g., contract updates, job description reviews).
- Maintain and organise electronic and paper personnel records.
- Provide first-line support and guidance to HR system users.
- Keep up to date with relevant legislation and HR best practice, sharing updates with the team.

General HR Support

- Organise meetings for the Senior Management Team and Board of Directors, including taking minutes for all formal and informal meetings, such as board meetings, senior management meetings and disciplinary or grievance hearings.



- Respond to HR-related enquiries from employees, former employees and external organisations, escalating where appropriate.
- Contribute content to quarterly staff newsletters.
- Support the delivery of ad-hoc HR projects and initiatives.
- Ensure all activities are carried out in accordance with relevant legislation, internal policies, and procedures.

SVI Benefits

We are committed to supporting our employees both personally and professionally. Our benefits package includes:

- Fixed-term contract with potential for future opportunities
- Competitive salary
- 25 days annual leave plus bank holidays, with an incremental increase based on length of service
- Workplace pension scheme with matched contributions up to 7.5%
- Income protection insurance
- Life assurance
- Medical cash plan to help with everyday healthcare costs
- Employee Assistance Programme (EAP), confidential support for personal and professional issues
- Charitable Giving Scheme
- Recruitment referral bonus scheme
- Cycle to Work Scheme
- Home and Tech Scheme
- Opportunities for personal and professional growth
- Exciting team and company-wide socials

How to apply

Please send your CV and covering letter to Chloe Carter (Chloe.carter@stevevick.com).

Date Created / Last Updated: 10/03/2026

