

Job Description

Job title	Uniforms Administrator
Department	Human Resources
Reports to	Uniforms Manager
Nominated Deputy	N/A
Direct Reports	N/A
Primary Location	HQ – 63 St Mary Axe, EC3A 8NH

Overview

MTR Elizabeth line is an industry-leading train operator, bringing together the very best expertise to transform travel across London. Our vision is to set a new transport standard for the UK, moving people and connecting communities better than anyone else. We have been recognised and rewarded for representing the communities we operate in and are proud to offer a culture that inspires, empowers and develops all colleagues.

MTR Elizabeth line is an equal opportunities employer. Our recruitment and selection policy attracts and ensures the highest quality candidates are appointed using objective job-related criteria.

Role Overview

Provide well-organised, proactive, efficient and reliable administrative support to the Uniforms and HR Business Partner Teams

Main Responsibilities

- Support the Uniforms Manager to process uniform orders, badges, PPE equipment/clothing.
- Raise and receipt Purchase Orders through ReqLogic.
- Order and track new uniforms through supplier portal.
- Organise and manage/coordinate uniform fitting appointments.
- Undertake regular stock audits ensuring MTR is sufficiently stocked to cover both short term and long term needs.
- Educate MTR Colleagues on Uniform dress code and policy and enforce standards whilst out on the route.
- Work with Managers to ensure they understand the uniform dress codes and are enforcing for front line colleagues.
- Administration duties related to uniforms emails and reports, updating where necessary.
- Liaising with uniform suppliers.
- Attend uniform meetings as and when required.
- Support Uniforms Manager's role, covering leave.
- Participating in Uniforms and HR projects as agreed.
- Be the continuous improvement champion for Uniforms including administration for our ideas station and logging correctly.
- First point of contact for Uniforms queries. .
- Assisting the Data Protection Officer to ensure the business is GDPR compliant whilst staying up to date with changes in legislation.
- Suggesting and implementing process improvements in uniform ordering.

HR Business Partner Support

- Assist with on-boarding of new employees into the company.
- Notetaking for meetings including employee relation cases and general meetings.

- Support with 'Right to Work' checks, ensuring we have valid documentation.
- Providing general administrative support to the wider HR team as agreed with Uniforms Manager.
- Any further reasonable ad-hoc requests from the HR Leadership team.

Key Safety and Environmental Accountabilities

General Safety Requirements

- Take responsibility for the safety of yourself, colleagues and anyone else who could be affected by what you do, or don't do
- Follow the rules and procedures that are applicable to your role
- Never walk by an unsafe condition or an unsafe act without either taking action or reporting it to somebody who can take action
- Tell your safety representative, line manager, the Head of SQE or me if you have an idea for how we can improve safety

General Environmental Requirements

- Always follow the environmental rules and procedures related to your role
- Help us to improve our environmental performance by making sure waste is minimised and resources are used efficiently (turning off PC's and monitors at the end of each day, using the recycling facilities provided etc)
- Never walk by something that could cause an environmental incident or lead to an inefficient use of resources. If you see something wrong take action or report it to the somebody who can take action

Talk to your line manager or member of the SQE team if you have an idea for how we can improve our environmental performance

Specific Key Safety and Environmental Accountabilities

Additional specific responsibilities are included within SQE 01.06 'Responsibilities Allocation Chart'.

Skills Required

Education	<ul style="list-style-type: none"> • GCSE Maths and English at Grade C or above, or equivalent
Competencies	<ul style="list-style-type: none"> • Ability to meet deadlines consistently and handle multiple tasks. • High attention to detail and quality awareness. • Resilient positive 'can do' attitude. • Strong computer skills including Excel, Word and Outlook. • Previous experience of working in HR beneficial but not essential.
Personal Qualities	<ul style="list-style-type: none"> • Building & Managing Relationships <ul style="list-style-type: none"> ○ Developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals • Customer Focus <ul style="list-style-type: none"> ○ Consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations • Communication & Influencing

	<ul style="list-style-type: none"> ○ Presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us ● Planning & Organising <ul style="list-style-type: none"> ○ Thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard ● Problem Solving <ul style="list-style-type: none"> ○ Analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions ● Research & Analysis <ul style="list-style-type: none"> ○ Gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits ● Responds to Pressure & Change <ul style="list-style-type: none"> ○ Being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift
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Health and Safety Requirements

Safety Critical Post	No
Key Safety Post	No
Medical Requirements (A: Advanced / B: Basic / F: Full)	Basic

Job Description prepared by	Uniforms Manager
Job Description authorised by	Deputy HR Director/HR Director

Line Manager

I have briefed the post holder and nominated deputy (if applicable) on the job description and associated accountabilities contained within it:

Name (Print): _____ Position: _____

Signature: _____ Date: _____

Post Holder

I acknowledge receipt of the Job Description for my role and associated accountabilities contained within it:

Name (Print): _____ Position: _____

Signature: _____ Date: _____



Excellent Service

We take pride in delivering outstanding performance and best-in-class interactions with customers and colleagues.



Mutual Respect

We're open, inclusive and collaborative with each other and customers, drawing on people's unique perspectives to build trust.



Value Creation

We challenge the status quo and set new benchmarks by creating an environment where innovation thrives and potential is realised.



Enterprising Spirit

We take responsibility for the changes we seek, taking the initiative, anticipating needs and exploring new possibilities.