

<b>Job Description</b>
Human Resources Assistant
<p><b>Introduction</b></p> <p>Provide and deliver a generalist HR Assistant service to the HR Advisers and HR Business Partners. Provide high quality administrative support within the Human Resources Department and work to the key areas of responsibility.</p>
<p><b>Location / Department</b></p> <p>Human Resources</p>
<p><b>Line Manager</b></p> <p>Human Resources Adviser</p>
<p><b>Main Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide high quality HR Assistant support to the HR Advisers, HR Business Partners and the wider department as required.</li> <li>• To undertake full administration of the Absence Management system, including the recording of Absence Declaration Forms, Return To Work forms and Monthly Absence Forms together with application of the Absence Caution procedure, providing advice and guidance to service managers as appropriate on the completion of said documents.</li> <li>• To undertake full administration of the Leavers process, including communication with service managers in relation to staff's feedback and learning outcomes, acknowledging resignation letters, removal from HR systems and archiving of documents.</li> <li>• Produce accurate reports in preparation of Business Partner meetings, interpret and analyse data, highlighting issues of concern, trends, etc. utilising current processes and databases</li> <li>• To support the Employee Relations processes, e.g. investigation, performance management and disciplinary process with note taking, bundle preparation and upkeep of files</li> <li>• To support the Variation process including the timely completion of variation forms and letters together with notification to Payroll</li> <li>• To produce contracts/amendments to contracts when required.</li> <li>• Prepare and distribute Pension letters to staff regarding auto enrolment as advised by Payroll</li> <li>• To undertake the responsibility for note-taking, producing reports using Microsoft Office packages and other databases as required.</li> <li>• Accurate inputting and checking of data for the HR/Payroll database.</li> <li>• As part of safer recruitment and ongoing employment, ensure the administration of DBS applications and ensure they are processed and monitored in a timely manner in accordance with the regulatory bodies and local authority contracts.</li> </ul>

- Contribute to the maintenance of a secure and tidy environment, including, filing, file maintenance, distribution of post when appropriate.
- To support with audit compliance.
- Observe all legal and procedural requirements in relation to data management and confidentiality e.g. adherence to GDPR and internal data management policies and procedures. All confidential information should be kept in confidence and not released to unauthorised persons.
- Answer first level queries on behalf of the Human Resources team as required, ensuring all information is passed on to the appropriate person.
- Process correspondence for those both external and internal colleagues and stakeholders
- Maintain and manage confidential personal records for all staff both manual and computerised in line with the provisions of the General Data Protection Regulation.
- Actively promote and implement the Equality and Diversity Policy.
- Observe confidentiality in dealing with staff at all levels.
- Complete any other duties and responsibilities when requested, which are commensurate with this role.

**Date reviewed:** Sept 2021

<b>Person Specification</b>	
<b>Human Resources Assistant</b>	
<b><u>Essential Criteria:</u></b>	
<b>Qualifications and Training:</b>	
<ul style="list-style-type: none"> <li>• CIPD qualified to Level 3</li> </ul>	
<b>Experience:</b>	
<ul style="list-style-type: none"> <li>• 1 years' experience of working in a generalised HR Assistant role</li> </ul>	
<b>Knowledge, Skills &amp; Ability:</b>	
<ul style="list-style-type: none"> <li>• Proven knowledge of Microsoft office including excel and word.</li> <li>• Ability to input, analyse and check data to ensure all information is up to date and accurate.</li> <li>• Demonstrate accuracy and attention to detail in all aspects of work.</li> <li>• Ability to work as part of a team within the organisation.</li> <li>• Ability to work to deadlines without supervision and to prioritise a varied workload</li> <li>• Excellent written and verbal communication skills.</li> <li>• Proven experience of producing high quality reports and meeting documentation.</li> <li>• Ability to take accurate notes at meetings.</li> <li>• High standard of computer literacy and accuracy.</li> <li>• Strong customer focus skills</li> </ul>	
<b>Desirable:</b>	
<ul style="list-style-type: none"> <li>• Experience of working in a social care environment</li> </ul>	
<b>Date Reviewed:</b> Sept 2021	