

**JOB PROFILE**

<b>Job Title: HR Assistant</b>	
<b>About the Job</b>	<b>Organisation Structure</b>
<p><b>Salary:</b> £19,179 per annum  <b>Hours:</b> 35 per week  <b>Contract Type:</b> Permanent  <b>Reporting to:</b> HR Manager</p> <p>The HR Assistant will provide high-level administrative support to the HR Manager on a wide range of HR areas including recruitment, first line policy advice, implementation of HR procedures and processes, employee benefits and maintaining and improving HR information and administrative systems.</p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li><b>1. To contribute to the successful delivery of a professional, people-centred HR service</b></li> <li><b>2. To provide comprehensive HR administrative support for the organisation</b></li> <li><b>3. To support the HR Manager and wider team with the implementation of HR initiatives</b></li> </ol>	<pre> graph TD     A[HR Manager 1.0 WTE] --- B[HR Advisor 1.0 WTE]     A --- C[HR Assistant 1.0 WTE]     </pre>

Responsibilities	Person Specification
<ul style="list-style-type: none"> <li>- Be responsible for the administration associated with recruitment and new starters including carrying out pre-employment checks and assisting with induction documentation</li> <li>- Production of standard documents and routine correspondence including offer letters and contracts</li> <li>- Maintain electronic HR and Recruitment files and databases</li> <li>- Assist with incoming employee and manager queries, signposting to appropriate policies and procedures</li> <li>- Minute formal HR meetings e.g. sickness, disciplinary investigations etc.</li> <li>- Support with the development and implementation of HR initiatives and projects as required</li> <li>- Support the HR team with reviewing and updating policies and procedures</li> <li>- Assist with organisational learning and development administration, arranging staff training as required</li> <li>- Ensure all personnel records are kept accurately in line with GDPR requirements</li> <li>- Assist with diary management and booking of corporate meetings, formal HR hearings as directed by the HR Manager</li> <li>- To undertake any such duties as are commensurate with the role, at direction of the HR Manager</li> </ul>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>- GCSE Grade C or above in English/Mathematics (E)</li> <li>- CIPD Student Member or willingness to work towards (D)</li> </ul> <p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>- Excellent written and verbal communication skills (E)</li> <li>- Demonstrable organisational and planning skills (E)</li> <li>- Ability to undertake work with a high degree of accuracy and attention to detail (E)</li> <li>- Good level of IT literacy (E)</li> <li>- Ability to prioritise, work calmly under pressure and meet deadlines (E)</li> <li>- Ability to build effective relationships and managers and employees (E)</li> <li>- Knowledge of basic HR processes (D)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Previous experience working in a HR or administrative role (E)</li> <li>- Experience of office systems and file management (E)</li> <li>- Minute taking experience (D)</li> </ul>