



HR and Recruitment Assistant
Role Profile and Person Specification

£26,409 - £26,835 pro rata

Role Profile

Responsible for the provision of a comprehensive, efficient, and effective HR administration and recruitment service.

Main Accountabilities:

1. To ensure a timely and responsive support service to meet customers' needs.
2. To support managers in ensuring the relevant information is received by the payroll provider to ensure that staff are paid accurately and on time and that queries are dealt with promptly and effectively.
3. To support and advise managers in ensuring they complete accurate starter, leaver and changes on the ERP system to ensure the production of new contract and contractual changes letters etc.
4. To maintain various HR systems and databases; including the HR case management database.
5. To maintain employee records where required to ensure confidentiality of data such as employee appointment details, internal changes and leaver information.
6. To provide support and advice to managers on the Council's recruitment and selection procedures from checking proofs and job adverts, using the Recruitment Hub, ensuring all relevant checks are completed and in place and producing employment offer letters and contracts as required.
7. Liaise with managers and staff to ensure mandatory training is completed.
8. To assist managers in recording sickness absence and assisting with monitoring sickness absence triggers.
9. To raise purchase orders and process invoices.
10. To assist in updating the HR intranet pages as appropriate.
11. To arrange job evaluation panels and ensure appropriate documentation is provided. Following job evaluations, ensure that the position code register is maintained and kept up to date.

12. To liaise with and support HR transactions with long service awards and payments.
13. To be the point of contact to answer first line HR queries; directing managers to their nominated advisory support as required. This will also involve regular monitoring of the HR Advisory inbox, responding to queries as appropriate or directing query to the relevant person to respond.
14. To assist with general HR issues such as administration of reference requests.
15. To ensure that all HR data is maintained in accordance with GDPR requirements.
16. To assist with the monitoring of Recruitment and Advisory Team inboxes.
17. To assist with administering the Recruitment and Agency Staffing approval panels.

18. Equality, Diversity and Inclusion

Create and promote inclusive environments and practices where employees can be themselves, are valued for their differences, and be supported to work at their best.

19. Health and Safety and Risk Management

Be compliant with current health and safety legislation.

Person Specification

The requirements for the HR Recruitment and Assistant role are outlined below and will be part of any selection process.

Knowledge

Essential

- GCSE/O Level English and Maths or equivalent

Desirable

- Certificate in Personnel Practice

Skills

Essential

- Administration and Recruitment experience.
- Computer literate with sound PC skills in the Microsoft suite.
- Excellent communication skills
- Excellent organisational skills
- Accuracy and attention to detail
- Numerate
- Ability to prioritise work to ensure deadlines are met

Desirable

- Experience of using computerised HR systems
- Previous HR experience

Behaviours

Essential

- Customer Focussed
- Respectful
- Efficient
- Supportive
- Trustworthy

- Honesty and integrity
- Able to work as part of a team
- Committed to equal opportunities

Ability to travel to various Council locations