

**Job Description**

**Position Title:**  Apprentice Human Resources Assistant

(HR Support Apprenticeship - Level 3)

**Salary Grade:** £3.70 per hour (in first year)

National Minimum Wage (in second year)

**Directorate:** Corporate Services

**Service:** HR & OD

**Reports to:** Human Resources Manager

**Purpose**

* To support the provision of Human Resources and Organisational Development services e.g. HR advice, recruitment, training and development, and HR Administration; handling queries and providing advice, producing HR documentation and working on a range of HR processes using HR systems to record and provide information.
* To study and achieve the HR Support Apprenticeship – Level 3.
* To learn and receive training in the required skills and knowledge over the term of the apprenticeship to then be able, with the support and supervision of an HR Manager, to undertake the full range of duties listed below:

**Main Duties and Responsibilities**

* Providing support and assistance to managers on a range of HR issues e.g. recruitment, attendance management, discipline, grievance, performance management, organisational change, HR data and information, training and development and Council policies, procedures and terms and conditions of employment.
* Working with managers and colleagues in the HR & OD Service, preparing reports and HR management information.
* Carrying out HR administration, maintaining and issuing employment documentation using SAP HR, the Council’s learning management system and North East Jobs system.
* Preparing and supporting the development of HR policies and procedures and training and development materials.
* Attending meetings and taking formal notes.
* Building effective, professional working relationships with service managers and colleagues.
* Demonstrating a commitment to developing personal skills in accordance with the apprenticeship standard.
* Meeting deadlines associated with progression through the full apprenticeship standard.
* Completing assignments and projects which relate to the apprenticeship standard in line with target dates.
* Treating all HR information, whether held in electronic or manual files in a confidential manner.
* To demonstrate a commitment to developing personal skills in accordance with the apprentice framework.
* To meet deadlines associated to progression through the full apprenticeship period.
* To complete assignments/projects which relate to the apprenticeship framework to meet target dates.
* Complying with the Council’s principles, requirements and security standards in relation to the management of records and information; respect the privacy of personal information held by the Council and use information only for authorised purposes.
* Carrying out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Complying with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

HR & OD Service

July 2018