

**Job Description**

**Job Title:** HR Support Assistant Apprentice

**Salary Grade:**  Apprentice rate

**Job Family:** Organisational Support

**Directorate:** Commercial & Corporate

**Job Ref No:**  Apprentice

**Work Environment:** Office

**Reports to:** Learning & Development Manager

Your normal place of work will be at the Stanfield Centre, but you may be required to work at any Company recognised workplace.

**Purpose**

Working across the Company in assisting the Service Manager HR & Transformation, Learning & Development Manager and Practice Learning Coordinator in implementing the Children’s Workforce Strategy and provide support with HR Administration & HR Recruitment tasks.

**Key Responsibilities**

Assisting the Chief Social Worker, Practice Learning Coordinator and Human Resources Manager in delivery of the Children’s Workforce Strategy.

Ensuring the TfC training offer is updated and fully communicated to the workforce.

Promoting the TfC Academy.

Booking staff onto Training Courses.

Ensuring that the Practitioners Portal is up to date.

Booking training rooms and hospitality.

Sending out joining instructions.

Keeping records up to date.

Assist with Apprentice Levy.

Assist with HR Administration and HR Recruitment tasks.

Complete all practical and theory tasks and assignments required for completing level 3 NVQ in HR Support.

Development of effective working relationships.

Commitment to learning at college.

Administration of Training and Development Programmes across the Company HR Service.

Other duties and responsibilities allocated which are appropriate to the grade of this post.

The post holder will be required on occasion to travel within the City as required to undertake the role.

Undertaking the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

**Statutory Requirements**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

**Author**: Jayne Lewis

**Date**: November 2019

**Person Specification**

**Job Title: HR Support Assistant Apprentice**

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| **Essential Requirements** | **Method of Assessment** |
| **Qualifications:** Grade C (Level 4) Maths and English  | **Application form/Pre-employment checks**  |
| **Experience of:**Using and knowledge of full range of Microsoft Office package  | **Application form/Interview** |
| **Communication:**Able to share information and obtain information from others through written/verbal communications. | **Application form/Interview** |
| **Listening:**Listens to others to assess requirements in order to respond appropriately and efficiently | **Application form/Interview** |
| **PC Skills:**Able to effectively use a PC to prepare documents, record information or input data | **Application form/Interview** |
| **Ability to:**Adapt to new ways of working particularly adopting innovative and flexible work methods | **Application form/Interview** |
| Commitment to Equal Opportunities | **Application form/Interview** |

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