



# South Tyneside Council

## **BUSINESS AND RESOURCES**

### **JOB DESCRIPTION**

**POST TITLE:** HR Assistant - Apprentice

**GRADE:** Apprentice Rate

**RESPONSIBLE TO:** Assistant HR Advisor

#### **Overall Objectives of the Post:**

To work as part of the Human Resources Team providing administrative support to the Service. This will include undertaking a selection of specialist duties which are highlighted below.

#### **Key Tasks of the Post:**

Provision of general administrative support relating to the service area.

***1. To provide administrative support to the Workforce Development Team. You will:***

- Assist in organising and scheduling training events.
- Email information to employees regarding training course bookings.
- Prepare hand-outs and documentation.
- Develop and maintain files.

***2. To provide administrative support to the Occupational Health Team. You will:***

- Email information to managers and employees.
- Arrange appointments.
- Assist in producing documentation and statistics.

***3. To provide administrative support to the Human Resources Advisors and Team. You will:***

- Email information to managers to assist in the management of absence.
- Email information to managers to provide data in relation to the DBS policy.
- Support the team by arranging meetings/events and attend to take notes.
- Develop and maintain post files, which list all employees across the Council.
- Support the collation and gathering of information for Freedom of Information requests.
- Set up and maintain a filing system for case work files.
- Compile numerical records of HR data of employees.

***4. To deal with general administrative duties. You will:***

- Open and sort all incoming mail including receipting of cheques and certificates.

- Deal with all outgoing post.
- Control and re-order supplies of office stationery.
- Prepare refreshments for meetings.
- Undertake photocopying, as and when required.
- Carry out typing duties.

**5. *You will be an effective team member. You will:***

- Use the computer network PCs and associated programmes.
- Use your initiative and be flexible in your approach to work.

**6. *You will provide assistance as required to team members.***

**7. *You will be responsible for undertaking the required learning to achieve the apprenticeship framework in a chosen discipline e.g. Advanced Business Administration.***

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JY/KDS

Date: 30/01/2020