



# South Tyneside Council

## BUSINESS AND RESOURCES

### JOB DESCRIPTION

**POST TITLE:** HR Assistant - Apprentice

**GRADE:** Apprentice Rate

**RESPONSIBLE TO:** HR Operations Manager

#### 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 including co-ordinating outlook diaries, booking meeting rooms, sending correspondence, meeting and greeting delegates and trainers.
- Email information to employees regarding training course bookings.
- Prepare hand-outs and documentation.
- Develop and maintain files and electronic records.
- Assist in producing documentation and statistics.
- Support the Workforce Development Advisers in co-ordinating initiatives and projects, as required.
- Research best practice to help inform change programmes.

#### **2. 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.

**3. To provide administrative support to the HR Operations Team. You will:**

- Ensure that all required HR processes and associated documents are completed and issued effectively, accurately and in a timely manner.
- Follow documented procedures/processes to complete all aspects of HR administration.
- Ensure all employee and recruitment records are accurate and kept up to date.
- Input employment changes, applicants, new starters and leavers on to the HR system.
- Assist with the processing of pre-employment and employment clearances including DBS and baseline security checks.
- Actively take part in employee and recruitment drop in sessions.
- Produce corporate ID badges.

**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.
- Handle day to day queries.

**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.
- Deal with confidential and sensitive information in a professional and secure manner, in accordance with relevant policies and procedures.

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

**7. You will be accountable to successfully complete the Level 3 HR Support Apprenticeship, attending relevant training and undertaking assignments as required. The end point assessment includes a consultative project and professional discussion.**

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: KP/KDS

Date: 11/09/2020