

## JOB DESCRIPTION

### Reference Number – HR06

#### 1. JOB DETAILS

**Job Title:** HR Assistant

**Band:** Band 3

**Directorate:** Organisational Development & Corporate Services

**Accountable to:** HR Manager

**Reports to:** HR Team Leader

#### 2. JOB PURPOSE

To assist in the provision of a robust, efficient and effective recruitment and HR service in accordance with employment legislation and organisational policy and procedure. To provide comprehensive, high quality administrative support by undertaking a wide range of administrative tasks and efficiently working with office systems and processes.

#### 3. SCOPE

The post-holder will be required to function autonomously and without direct supervision although the HR Team Leader and wider HR team is available to provide support, guidance and supervision where necessary.

#### 4. ORGANISATION CHART



## **5. KEY TASKS AND RESPONSIBILITIES**

To maintain and develop the recruitment and selection process across NECS and CCG's.

To process recruitment and other information in a timely manner.

To deal effectively and efficiently with all recruitment queries from both internal and external applicants, including dealing diplomatically and professionally with sensitive or difficult situations, while ensuring deadlines are met.

To collate and process the relevant paperwork for vacancies and ensure that the required vacancy control authorisation is in place prior to the post being advertised.

To actively manage and monitor receipt of all pre-employment checks e.g. DBS, Health Clearance, References etc, updating ESR and office systems as appropriate.

To issue Contracts of Employment to new starters, and send variation letters to staff to inform them of contractual changes as they occur.

To effectively and efficiently process and input payroll changes on ESR.

To undertake monthly registration compliance audits, producing reports and escalating risks as appropriate.

To support the administration of the childcare voucher scheme for NECS and CCG employees, and any other staff benefit scheme introduced by the organisation.

To advise managers and staff on routine HR queries, e.g. sickness absence, recruitment, terms and conditions of service, seeking advice and guidance as necessary.

To be responsible for maintaining effective office systems and procedures, making maximum use of technology and updating information and process logs as appropriate.

To ensure that files and records are maintained, stored and retrieved appropriately, including the maintenance of computerised information systems.

To open, date and distribute incoming post for the HR team.

To provide an efficient and effective administrative service as part of the HR Team - this may include receiving telephone calls, updating call logs, minute taking, meeting planning, diary management, filing, maintenance of databases, receipting of invoices, photocopying etc.

To make travel and accommodation arrangements.

As part of the wider team, to review working practices and suggest improvements, ensuring continual quality improvement.

Required to comply with all relevant national and local statutory and mandatory requirements including Health and Safety, Infection Control.

## Person Specification

**Job Title:** HR Assistant (HR06)

Criteria relevant to the job	Essential Criteria	Desirable Criteria	Method of assessment
<b>Qualifications</b>	NVQ level 3 or equivalent.	Certificate in Personnel Practice.	Application
<b>Experience</b>	<p>Experience of working in a busy office environment.</p> <p>Recent experience of HR administration work.</p> <p>Experience of working within an environment delivering excellent customer service.</p>	<p>Experience of working within an NHS HR role.</p> <p>Experience of payroll work.</p> <p>Knowledge of employment law.</p>	Application and interview
<b>Skills and Knowledge</b>	<p>Standard keyboard skills and knowledge of Microsoft Office.</p> <p>Numerate, able to think clearly and meet deadlines.</p> <p>Ability to multi-task and prioritise a varied and diverse workload.</p> <p>Ability to form and maintain good working relationships internally and with external agencies.</p> <p>Accuracy and speed of working.</p> <p>Ability to work without constant supervision, using own initiative.</p> <p>Calm and professional approach, with an aptitude for excellent customer service.</p>	<p>Knowledge of NHS Jobs and Electronic Staff Records systems.</p>	Application and interview
<b>Physical skills</b>	VDU use		

## Working Environment

**POST TITLE: HR Assistant**

**DIRECTORATE / TEAM: Organisational Development & Corporate Services / Human Resources**

<b>DUTIES / ACTIVITIES</b>	<b>Y/N</b>	<b>FREQUENCY</b> (per working week)	<b>DURATION</b> (per shift)	<b>COMMENTS</b>
Moving & Handling	N			Persons / Objects / Equipment
Patient Contact	N			Hands-on or any other contact
Exposure to Chemicals / Radiation / Fumes	N			Provide example(s)
Repetitive Tasks	Y	Every shift		E.g. Keyboard use VDU use, sometimes for sustained periods
Exposure to Difficult / Challenging Situations	Y	Occasional		Describe situation(s) Occasional contact with irate managers and staff
Outdoor Working	N			Includes driving or other outdoor work
Work in Confined Spaces / Cramped Positions / Heights	N			Describe nature of work
Exposure to Excessive Noise	N			Specify nature of noise
Exposure to Excessive Temperatures	N			Specify nature of temperatures
Handling Loads	N			Indicate weights handled
Exposure to Unpleasant Smells / Dirt / Dust	N			Specify nature of contact
Exposure to Fleas / Lice / Bodily Fluids / Foul Linen	N			Specify nature of contact

**Post Holder's Name:**

**Manager's Name:**

**Signature:**

**Signature:**

**Date:**

**Date:**

**Sole / Multiple Post:**