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| JOB DESCRIPTION |  |

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| **ROLE:** HR Assistant**LOCATION:** Across all sites**LINE MANAGER:** HR Advisor | **CONTRACT:** Permanent**WORKING HOURS:** 25 Hours a week **SALARY:** Dependant on experience |
| **Summary of role purpose:*** To build and develop effective working relations with managers and staff to provide support and guidance on a basic range of HR matters and ensure best practice.
* To ensure HR administrative records are maintained for compliance with employment legislation, and HR processes are completed within required timescales.
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| **KEY RESPONSIBILITIES** |
| * Act as the first point of contact to Managers for all employee relations issues, referring complex issues to the HR Advisor.
* To manage all on boarding and off boarding processes, liaising with managers, candidates and staff ensuring all documentation and checks are completed.
* Maintain and update electronic and hard copy HR record systems containing all employment related information including absence, annual leave, starters and leavers, benefits and equality and diversity, etc.
* Manage training administration to include: sourcing and liaising with suitable training providers, booking rooms, coordinating with attendees, and updating training records.
* Prepare the monthly payroll adjustments each month to include sickness absence reporting to the payroll provider.
* Update monthly pension auto-enrolment requirements.
* To prepare all letters and contracts for any changes to employee’s terms and conditions e.g. flexible working etc. and ensure associated payroll processes are completed.
* To handle maternity, paternity, shared parental leave administration processes and ensure associated payroll processes are completed.
* Ensure all data on manual and computerized records is up to date and accurate to provide timely reporting as and when required.
* To prepare monthly HR statistics for inclusion into monthly management reports and maintain these accordingly.
* To provide note taking support to the HR Advisor and Line Managers at investigation and formal HR meetings.
* Take minutes for Board of Trustee meetings, produce and distribute within agreed timescales,
* Any other ad hoc duties

**General**Within areas of responsibility:* identify and review risks with your Line Manager as part of the organisational risk register;
* ensure adherence to all Trust policies and procedures;
* contribute to the ongoing review and development of the Trusts policies and procedures to support continuous improvement;
* ensure you comply with and understand all Health & Safety policies and requirements;
* support and input into the organisational digital strategy as required;
* identify fundraising or sponsorship opportunities and highlight these to your Line Manager; and
* ensure adherence to the GDPR in respect of all data collected and maintained.
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