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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. | |
| **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. | |