**Role Profile**

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| **Job Title:** HR Assistant |
| **Department:** HumanResources |
| **Reports to:** Senior HR Business Partner |
| **Grade:** 3 |
| **Staff responsibility:** None |

**Organisational Structure**

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| Head of HR and OD |

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| Senior HR Business Partner |

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| HR Assistant |

**Job Purpose**

To provide efficient and effective administration support to the HR team and assist the Senior HR Business Partner with a project involving a cleanse of all employee files, in line with the new GDPR guidelines. This role will also support the HR team by providing administration during several consultations, which will require a new contract of employment to each member of staff. This role will be responsible for issuing the contracts of employment, reading the contract first to ensure it is correct, including all contractual variations that are applicable, and keep appropriate records on consultation to ensure legislative requirement are recorded.

**Key Accountabilities**

* Working with the Senior HRBP in the design and creation of employee files on our HR system, in line with GDPR and HR requirements.
* Moving employee files from one system to another, ensuring that the documents we keep are in line with GDPR and HR requirements.
* To have a background in HR and experience of HR systems.
* Have an understanding of Data Protection and ability to apply knowledge to this role.
* To have the ability to understand changes in legislation and how it could impact the project they are working on.
* To oversee the removal of all paper staff files
* To support the consultation on changing T & Cs
* To identify all contractual variations from our systems
* To build a good working relationship with the managers across the business as they may need to approach them for information on their direct reports.
* To issue new contracts of employment, and keep appropriate records on consultation to ensure legislative requirement are recorded.
* To train current HR team on new filing process
* Able to work autonomously and follow a project plan.

**Person Specification**

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| **Education** |
| No qualifications are required for this role. |
| **Experience** |
| * Experience of providing administrative support in a busy HR department * Experience of following a project plan with minimal supervision * Experience of working with HR systems. * Experience of dealing with large quantities of filing and employee files * Experience of creating contracts and tracking distribution to employees |
| **Knowledge** |
| * Knowledge on Data Protection * Knowledge of HR employee files and systems * Understands changes in legislation and how it could impact the project * Understanding the importance of contracts of employment |
| **Skills and Abilities** |
| **Essential:**   * Able to process large amounts of paperwork whilst maintaining excellent attention to detail * Excellent IT Skills, particularly in MS Office applications * Ability to work autonomously and follow a project plan * Ability to assess, prioritise and organise workloads effectively, to work under pressure and meet deadlines * Ability to learn a new system and identify areas for improvement   **Desirable:**   * Familiarity with HR Information systems * Issuing contracts of employment * Understanding of GDRP and HR requirements |
| **Personal Qualities** |
| * Ambition (is driven to do well, be effective, achieve, succeed and progress quickly through the organisation) * Analytical reasoning (is driven to do well, be effective, achieve, succeed and progress quickly through the organisation) * Compliance (adheres to policies and/or procedures, or seeks approval from the appropriate authority before making changes) * Delegating (appropriately designates responsibility and refers problems or activities to others for effective action) * Developing others (develops subordinates' competence by planning effective experiences related to current and future jobs, in the light of individual motivations, interest and current work situation) * Empathy (understands the feelings and attitudes of others and is able to put oneself in others' shoes). * Innovation (is change-oriented and able to generate and/or recognise creative solutions in varying work-related situations). * Integrity (maintains and promotes organisational, social, and ethical standards and values in the conduct of internal as well as external business activities) * Listening (draws out opinions and information from others in face-to-face interaction) * Communication (is proficient in both written and verbal communication |

**Core Competencies**

* Put our customers first
* Strive for excellence
* Be accountable
* Think and act as ‘one team’
* Demonstrate respect
* Achieve work/life balance