



## **HR Assistant – Grade A (£20,000 - £25,000) Fixed term 6 months**

### **About the role**

LGPS Central Limited looking to hire a HR Assistant, supporting the HR team and our wider investment staff.

The successful candidate will work very closely with the Head of HR and HR Manager on a number of specific HR initiatives and projects in addition to general HR duties as stated in the job description.

This role will be suited to an individual who is looking to work in HR as a first step and studying for the CIPD. They need to be a self- starter and have a good level of IT proficiency.

Specific responsibilities will include:

- Updating records and files
- Preparing recruitment files and induction plans
- Supporting transactional HR activities including payroll
- Notes and minutes for ER cases
- Updating organisation structures and establishment
- Addressing first line queries
- Specific projects and research in HR

**A more detailed Job Description can be found on our website.**

If you are interested in applying for this role, please forward your CV with a covering letter to [recruitment@lgpscentral.co.uk](mailto:recruitment@lgpscentral.co.uk) quoting reference HRM, highlighting your key strengths and experience in relation to the job profile.

### **About LGPS Central Limited**

LGPS Central Limited is a fund management company, regulated by the Financial Conduct Authority (FCA), managing the pooled assets of nine Midlands-based local government pension funds.

With combined assets of approximately £45bn, and representing the retirement savings of approximately 1 million scheme members across over 2,000 employers

LGPS Central Limited is owned equally by the pension funds and is dedicated to the management of local government pension assets. The aim of the Company is to use the combined buying power of its Partner Funds to reduce costs, improve investment returns and widen the range of available asset classes for investment – all for the benefit of local government pensioners, employees and employers. We are also committed to fully integrating Responsible Investment and Engagement into all our investment processes.

We are a diverse and inclusive employer and would welcome interest from all sections of the community.