



ROLE: HR ASSISTANT

GRADE: A

Date: October 2020

Role	Need to do	Need to know	Values and Behaviours
<p><b>Role Purpose:</b></p> <ul style="list-style-type: none"> <li>• Work with the HR to develop the tools and templates required for staff and managers</li> <li>• Provide meaningful insight and updates on the establishment</li> <li>• Support the HR absence/leave- recording, monitoring</li> <li>• Responsible for updating and maintaining the HR site on SharePoint and the LGPSC website</li> <li>• Updating HR files with records/documents.</li> <li>• Administering and organising recruitment activity including liaising with external candidates, arranging interview panels</li> <li>• Management of the Recruitment Mailbox.</li> <li>• Drafting employment contracts and new starter documentation.</li> <li>• Ownership of the third-party pre-employment checks and managing the Vero system.</li> <li>• Preparation of Induction packs for new starters.</li> <li>• Administrative support in HR cyclical activity; salary reviews, PDR process, Fitness and Propriety Assessments.</li> <li>• Preparation of minutes and letters as appropriate in formal ER related meetings.</li> <li>• Provision of first line HR advice on LGPSC related policies.</li> <li>• Supporting the HR Manager in the implementation of the LGPSC Training Plan.</li> <li>• Support with ongoing D&amp;I initiatives as outlined in LGPSC D&amp;I calendar.</li> <li>• Build, develop and maintain effective working relationships internal and external</li> </ul>	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Deliver improvement in HR processes and systems</li> <li>• Update HR tools and templates</li> <li>• governance/establishment update</li> <li>• support engagement activities, working with stakeholders to implement and embed key initiatives.</li> <li>• Develop internal / external network in order to keep abreast with changes and developments across HR -CPD</li> <li>• Effective administration support to the front desk and visitor meetings</li> <li>• Any other duties within the scope and spirit of the role as directed by the Head of HR</li> </ul>	<p><b>Skills/Knowledge/Experience/Competence:</b></p> <ul style="list-style-type: none"> <li>• Basic HR experience within a Financial Services environment.</li> <li>• Record of support within HR environment</li> <li>• Well-developed advisory skills, including building personal credibility and professionalism</li> <li>• Strong attention to detail skills.</li> <li>• Ability to prioritise multiple tasks.</li> <li>• Ability to demonstrate high confidentiality and discretion.</li> <li>• Ability to work successfully across HR operational issues</li> <li>• Knowledge positive performance culture, talent and resourcing</li> <li>• With energy, drive and a positive can-do attitude</li> <li>• Self-starter with ability to work on own initiative</li> <li>• Ability to draw out and deal with challenges</li> <li>• Ability and confidence to draw out and effectively manage conflict/challenge</li> </ul>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Achievement drive</li> <li>• Building relationships</li> <li>• Continuous improvement</li> <li>• Stakeholder focus</li> <li>• Developing self</li> <li>• Interpersonal &amp; influencing skills</li> <li>• Team working</li> </ul> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• We are a great place to work</li> <li>• We are Client Focused</li> <li>• We are Inclusive</li> <li>• We are Ambitious</li> </ul> <p><b>Behaviours:</b></p> <ul style="list-style-type: none"> <li>• Open, fair and transparent, acting with integrity.</li> <li>• Doing the right thing.</li> <li>• Honest and trustworthy</li> <li>• Empowered in making right decisions</li> </ul>

<ul style="list-style-type: none"> <li>• Supporting the HR Manager and Head of HR with of any other duties within the scope and spirit of the role as directed by the Head of HR</li> <li>• Support the update of policies and best practice research</li> <li>• Maintain the Health and Safety representatives register</li> <li>• Work with Finance to ensure Payroll reports are monitored – identifying changes and starts/leavers</li> <li>• Responsible for administration of payroll changes to external Payroll provider.</li> <li>• Responsible for updating the Company structure for reporting purposes</li> <li>• Other duties in relation to HR administration</li> </ul> <p><b>Non-Financial</b></p> <ul style="list-style-type: none"> <li>• N/A</li> <li>• Health and Safety</li> </ul> <p><b>Delegated Authority Levels:</b> N/A</p> <p><b>Reports to:</b> Head of HR/HR Manager</p> <p><b>Relationships Internal and external:</b></p> <ul style="list-style-type: none"> <li>• Executive Directors/ Board/NEDS/Heads/managers/ staff</li> <li>• Partners</li> <li>• Payroll</li> <li>• Agencies</li> <li>• Suppliers</li> <li>• Legal</li> </ul>		<ul style="list-style-type: none"> <li>• Broad understanding of HR trends and knowledge</li> <li>• Experience of supporting delivery HR indicatives</li> <li>• Excellent and proven organisational skills</li> <li>• Qualifications</li> <li>• CIPD qualified or working towards membership</li> </ul>	<ul style="list-style-type: none"> <li>• Collegiate and Collaborative.</li> <li>• Valuing and treating everyone equally.</li> <li>• Listening to individual ideas to support growth.</li> <li>• Constructively challenging the status quo. Accountability for results and delivery</li> <li>• Friendly, honest and supportive.</li> </ul>
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