

ROLE: HR ASSISTANT – Permanent

GRADE: B

Date: August 2021

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| **Role** | **Need to do** | **Need to know** | **Values and Behaviours** |
| **Role Purpose:*** Work with HR to dedvelop the tools and templates required for staff and managers
* Provide meaningful insight and updates on the establishment
* Support the HR absence/leave- recording, monitoring
* Responsible for updating and maintaining the HR site on SharePoint and the LGPSC website
* Updating HR files with records/documents.
* Administering and organising recruitment activity including liaising with external candidates, arranging interview panels
* Management of the Recruitment Mailbox.
* Coordinating the LGPSC Graduate Programme and assessment centres, including liaising with candidates and third parties as appropriate.
* Assisting with implementation of engagement strategies following the annual Engagement Survey(s)
* Drafting employment contracts and new starter documentation.
* Ownership of the third-party pre-employment checks and managing the Vero system.
* Preparation of Induction packs for new starters.
* Administrative support in HR cyclical activity; salary reviews, PDR process, Fitness and Propriety Assessments.
* Preparation of minutes and letters as appropriate in formal ER related meetings.
* Provision of first line HR advice on LGPSC related policies.
* Supporting the HR Manager in the implementation of the LGPSC Training Plan.
* Support with ongoing D&I initiatives as outlined in LGPSC D&I calendar.
* Build, develop and maintain effective working relationships internal and external
* Suportting 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
* Support the update of policies and best practice research
* Maintain the Health and Safety representatives register
* Work with Finance to ensure Payroll reports are monitored – identifying changes and starts/leavers
* Responsible for administration of payroll changes to external Payroll provider.
* Responsible for updating the Company structure for reporting purposes
* Other duties in relation to HR administration

**Non-Financial*** N/A
* Health and Safety

**Delegated Authority Levels:** N/A**Reports to:** Head of HR/HR Manager**Relationships Internal and external:** * Executive Directors/ Board/NEDS/Heads/managers/ staff
* Partners
* Payroll
* Agencies
* Suppliers
* Legal
 | **Outcomes:*** Deliver improvement in HR processes and systems
* Update HR tools and templates
* governance/establishment update
* support engagement activities, working with stakeholders to implement and embed key initiatives.
* Develop internal / external network in order to keep abreast with changes and developments across HR -CPD
* Effective administration support to the front desk and visitor meetings
* Any other duties within the scope and spirit of the role as directed by the Head of HR
 | **Skills/Knowledge/Experience/Competence:*** Basic HR experience within a Financial Services environment.
* Record of support within HR environment
* Well-developed advisory skills, including building personal credibility and professionalism
* Strong attention to detail skills.
* Ability to prioritise multiple tasks.
* Ability to demonstrate high confidentiality and discretion.
* Ability to work successfully across HR operational issues
* Knowledge positive performance culture, talent and resourcing
* With energy, drive and a positive can-do attitude
* Self-starter with ability to work on own initiative
* Ability to draw out and deal with challenges
* Ability and confidence to draw out and effectively manage conflict/challenge
* Broad understanding of HR trends and knowledge
* Experience of supporting delivery HR indicatives
* Excellent and proven organisational skills

**Qualifications*** CIPD qualified or working towards membership
 | **Essential:*** Achievement drive
* Building relationships
* Continuous improvement
* Stakeholder focus
* Developing self
* Interpersonal & influencing skills
* Team working

**Values:** * We are a great place to work
* We are Client Focus ed
* We are Inclusive
* We are Ambitious

**Behaviours:** * Open, fair and transparent, acting with integrity.
* Doing the right thing.
* Honest and trustworthy
* Empowered in making right decisions
* Collegiate and Collaborative.
* Valuing and treating everyone equally.
* Listening to individual ideas to support growth.
* Constructively challenging the status quo. Accountability for results and delivery
* Friendly, honest and supportive.
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