**JOB DESCRIPTION**

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| **Job Title:** | HR Assistant |
| **Grade & Salary:** | WM5 SCP22- £24,218 |
| **Contract type** | Permanent |
| **Hours of work:** | 37.5 hours |
| **Line Management Reports:** | None |
| **Accountable to:** | Line managed by Senior HR Advisor  Dotted line Head of Human Resources and Organisational Development. |
| **Functional Responsibility:** | HR Administration, Learning and Development and volunteers. |
| **Job Purpose:** | To carry out the processing and analysis of transactional HR data and handle routine queries; to ensure appropriate administrative support across the organisation. |

**Main Responsibilities**

**Strategy**

* To provide administration support to implement People Strategy using innovation and best practice.
* Operate an effective HR Department that is aligned with Mind in Brent, Wandsworth and Westminster’s organisational objectives.

**Employee Relations**

* To be the first point for of contact for day to day HR routine HR questions and queries.
* To participate in hearings, investigations and interviews, providing support with note taking.
* Support the Head of HR and OD and Senior HR Advisor managing potential re- structures, redundancies, TUPE contract amendments, as required
* To assist Head of HR and OD and Senior HR Advisor with TUPE, providing due Diligence information and assisting with consultations.

**Policy Development & Review**

* Responsible for ensuring managers and employees have full awareness of and easy access to all relevant policies and procedures.

**Staff Recruitment & Selection**

* To lead and provide effective management of recruitment campaigns, including direct recruitment and agency-sourcing, when required and on some occasional to support Senior HR Advisor and Head of HR and OD on high level recruitment.
* To act as HR representative in staff recruitment and selection panels at relevant levels.
* Provide an efficient and effective recruitment administration service, in line with data protection and disclosure requirements
* To liaise with managers to organise on boarding and induction of the new staff member.

**Learning and Development**

* Organise presentations, training sessions and workshops to provide updates and raise awareness of Human Resources policies and procedures and to support staff and managers.
* To coordinate and support the development and delivery of effective learning & development programs and organisational development initiatives

**Other responsibilities**

* To assist the Senior HR Advisor, with producing all HR documentation/ letters - new starter & leavers, contracts, variations in terms when required.
* To produce and analyses HR management information routinely and as required for report to Board, committee, senior management team, managers.
* Management of the HR inbox, ensuring issues and queries are handled in a fair and consistent manner in line with policies and procedures, escalating queries to Senior HR Advisor or Head of HR and when required.
* To maintain an accurate HR filing system for all employees
* Notetaking at formal meetings when required.
* Responsible for producing all HR documentation/ letters - new starter & leavers, contracts, variations in terms
* Coordinating documents for HR processes
* To carry out DBS applications for new and existing employees as required, dealing with any follow up queries or issues
* To assist Senior HR Advisor with the monthly payroll amendments (new starters, contract amendments, sickness absence pay etc.
* Inputting and maintenance of HR information for employee’s e.g. new starters, leavers, salary increases
* administration of the HRIS system for recording holidays and sick absence
* To run reports on absence, holidays, new starters when requested.
* To assist staff as necessary in the use of IRIS system and run any necessary training

To undertake any other duties as commensurate with this role

**PERSON SPECIFICATION**

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| **Element** | **Description** | **Essential/desirable** |
| **Qualifications** | CIPD qualification or equivalent | Desirable |
| Member of CIPD | Desirable |
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| **Experience** | Dealing with ER issues including formal process such as Disciplinary, Grievances, TUPE Transfer | Desirable |
| HR Administration | Essential |
| Human resource generalist advice and support | Essential |
| Immediate level Microsoft Office skills (creation of tables, mail merge, outlook and basic formulas.) | Essential |
| **Knowledge** | Employment law and current best practice in people management | Essential |
| HRIS Systems | Essential |
| **Skills/aptitude** | Alignment to BWW Mind’s values | Essential |
| Strong Interpersonal skills | Essential |
| Strong Communication skills-Listening, written and verbal | Essential |
| Knows what needs to be done and gets on and does it – uses initiative | Essential |
| Manages own time productively and effectively priorities tasks | Essential |
| Is flexible and adapts to changes in the working environment | Essential |
| Treats others as important by valuing their contributions and respecting their diversity and difference | Essential |
| Collaborates with colleagues to obtain commitment and to solve problems. | Essential |
| Acts with integrity and conscience | Essential |
| Keeps up to date with relevant skills and knowledge | Essential |
| Doesn’t make assumptions, listens carefully and makes every effort to help Individuals to understand the advice and information given | Essential |
| Recognises confidential and sensitive information and handles discreetly and with tact | Essential |
| Provides direction to help others deliver; removes barriers and obstacles to staff performing to expectations and developing further | Essential |
| Takes and defends tough decisions when necessary to support the overall strategy | Essential |
| Is consistent, stays with decision if right. | Essential |
| Remains calm in “crisis” situations; makes rational decisions under pressure | Essential |
| Foresees both present and potential problems or risks: can recommend solutions or options. | Essential |
| Understanding of and commitment to Equal opportunities and Diversity. | Essential |