

Job Description:

HR Assistant



Job Description

Job Title:	HR Assistant
Grade & Salary:	WM4 SCP22- £24,218
Hours of work:	37.5 hours
Line Management Reports:	None
Accountable to:	Line managed by Senior HR Advisor Head of Human Resources and Organisational Development.
Functional Responsibility:	HR Administration, Recruitment, Learning & 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.
Based at:	23 Monck Street, SW1P 2AE and Hybrid Working

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

- Be the first point of contact for day-to-day HR routine HR questions and queries.
- Participate in hearings, investigations, and interviews, providing support with note taking.
- Support the Head of People and Senior HR Advisor managing potential re- structures, redundancies, TUPE contract amendments, as required.
- Assist Head of People 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 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 occasions to support Senior HR Advisor and Head of People 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

- Assist in organising 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.

General 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 People 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 employees 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 the HR system (IRIS) and run any necessary training.
- To undertake any other duties commensurate with this role.

Person Specification

Element	Description	Essential /desirable (E/D)
Qualifications	CIPD qualification or equivalent Member of CIPD	D
Experience	Dealing with ER issues including formal processes such as Disciplinary, Grievances, TUPE Transfer	D
	HR Administration Human resource generalist advice and support Immediate level of Microsoft Office skills (creating tables, mail merge, outlook, and basic formulas)	E
Knowledge	Employment law and current best practice in people management	E
	IRIS Systems	D
Skills/aptitude	Alignment to BWW Mind's values	E
	Strong Interpersonal skills	E
	Strong Communication Skills - Listening, written and verbal	E
	Knows what needs to be done and gets on and does it – uses initiative	E
	Manages own time productively and effectively priorities tasks	E
	Flexible and adapts to changes in the working environment	E
	Treats others as important by valuing their contributions and respecting their diversity and difference	E
	Collaborates with colleagues to obtain commitment and to solve problems	E

