



JOB DESCRIPTION

Post title	HR Assistant - Interim	Post No.	HR5
Service area	Human Resources		
Grade	Grade 3	Hours	30 - 37 per week
Responsible to	HR Business Partner		
Responsible for	N/A		
Date reviewed	June 2025		

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

1. This is a description of the job as it is constituted at the date shown above. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

JOB PURPOSE:

- To act as the first point of contact in the provision of an effective and efficient HR service. To advise staff and managers regarding terms and conditions of employment and the Council's policies and procedures. To accurately maintain and report on HR data. To support the whole team in the delivery of the HR Team Plan and Workforce Strategy and any other relevant HR, Learning & Development (L&D) and Equality & Diversity (E&D) initiatives or programmes.
- To provide an efficient and effective administration service paying particular attention to the accuracy and confidentiality of information.

PRINCIPAL ACCOUNTABILITIES

1. Act as the first point of contact for all customers to the HR department, both internal and external.
2. Provide a thorough, accurate, efficient and timely administration service in respect of the HR and L&D service, including (but not limited to):
 - Recruitment, selection, induction and probation;
 - Contract and employment amendments;
 - Payroll administration;
 - Performance appraisal and capability, employee relations, discipline and resolution;
 - Employee welfare and occupational health;
 - Restructures, redundancy and redeployment;
 - Family friendly policies, including maternity, paternity, parental and flexible working.
3. Work with recruiting managers, HR colleagues and applicants on allocated recruitment campaigns ensuring that deadlines are met and all relevant documentation is produced and distributed efficiently in accordance with the policy.
4. Act as a point of contact for the outsourced payroll and HR system. Be fully conversant in the use of iTrent and the establishment structure behind it. Complete payroll in an accurate and timely manner on a monthly basis.
5. Provide advice to customers on all general HR queries.
6. Maintain accurate files, templates and records and produce management information relating to headcount, absence, turnover, recruitment and selection, equalities and all training and appraisal records.
7. Help to maintain the HR pages of the Council's intranet and internet sites.
8. Gather data and producing it in the relevant format (e.g. monthly absence statistics and data, equality data).
9. Act as a key member of the team, identifying any opportunity for business improvement or service delivery efficiencies.
10. Proactively contribute to the improvement and efficiencies of the HR function by suggesting changes to documentation and processes.
11. To uphold and display the HDC behaviour competency framework to at least level one.
12. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies.
13. As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.
14. Health and Safety

- To be familiar with and at all times comply with:
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

15. Safeguarding

- To carry out our legal and moral responsibility to report any safeguarding concerns involving adults and children, ensuring the recording of relevant information and passing it on to a Designated Safeguarding Officer's, (DSO) or in the absence of a DSO personally making the referral in line with the Council's Adult and Children's Safeguarding Policy.

16. Equalities

- To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies.

PERSON SPECIFICATION – HR Assistant



Criteria & Attributes	Essential / Desirable	Method of Assessment
Qualifications		
<ul style="list-style-type: none"> GCSE Grade C Maths and English or equivalent or able to demonstrate equivalent aptitude. 	Essential	E
<ul style="list-style-type: none"> Willingness and ability to undertake relevant training and development 		I
<ul style="list-style-type: none"> Undertaking or completed Level 3 of the CIPD's Certificate in HR Practice. 	Desirable	A / E
Experience		
<ul style="list-style-type: none"> Experience of using Word, Excel, Teams and Outlook (or similar) to intermediate level. 	Essential	A / I
<ul style="list-style-type: none"> Experience of administration in a busy office environment, including: drafting letters, liaising with customers, maintaining filing systems, setting up and maintaining spreadsheets, using computerised record systems. 		A / I
<ul style="list-style-type: none"> Recent and relevant experience of working in a fast-paced HR environment. 	Desirable	A / I
<ul style="list-style-type: none"> Experience of advising staff or managers in respect of a wide range of policies, such as equality; maternity, paternity & parental; discipline & grievance. 		A / I
Knowledge		
<ul style="list-style-type: none"> Basic understanding of employment legislation and HR administration practices. 	Desirable	I
<ul style="list-style-type: none"> Willingness and ability to undertake Level 3 CIPD. 		I / T
<ul style="list-style-type: none"> Working knowledge of recent HR legislation and associated best practice 		
Skills		
<ul style="list-style-type: none"> A high level of accuracy and attention to detail at work. Excellent written communication skills. Excellent verbal communication skills. Articulate and able to explain complex issues to a range of audiences. Able to work flexibly and respond to a rapidly changing workload. Able to organise and prioritise own workload and work to tight deadlines. Demonstrable customer service skills. Able to work in a small team, distributing work appropriately. Proactive and able to demonstrate initiative. 	Essential	A / I / T A / T I A / I I A / I / T I I I / T

<ul style="list-style-type: none">• Able to work in a confidential manner.• Able to learn information quickly.• Able to remain calm when dealing with emotional, difficult or distressed people.• Able to understand and interpret complex information.• A confident and assertive communicator.• A diplomatic and professional approach.		I I / T I I / T A / I A / I		
<ul style="list-style-type: none">• Ability to create presentations using Microsoft PowerPoint• Ability to create surveys using MS Teams	Desirable	A / I A / I		
Assessment Legend	A= Application	I= Interview	T = Test or Assessment	E = Evidence (e.g. certificate)

**Please note that you should clearly state how you meet the requirements of the Person Specification, providing evidence where possible.
Additional/Useful requirements listed may be used for sifting purposes. Those marked with an asterisk will be prioritised.***