**JOB DESCRIPTION**

**Job Title**: HR Assistant

**Department:** Human Resources

**Grade: B**

**Reports to:** HR Business Partner

**Overall Responsibility for:** N/A

**PURPOSE OF THE JOB**

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| * To work under the direction of the HR Business Partner and provide effective administrative support to ensure that day-to-day functions of HR are carried out effectively for the allocated service area(s). * To provide excellent customer service to customers in person, over the phone and via email. * To work closely with other HR Assistants to provide a seamless service across the Council and to ensure consistency of approach. |

**MAIN DUTIES**

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| Provide administrative support in relation to:   * Starters & leavers process * Contractual changes for staff, for example (but not limited to): flexible working, maternity, paternity, long service and promotion * Update the HR Systems with all changes and communicate these to the HR & Payroll Administrator in a timely manner. * Probation process * Making OH referrals * Arranging and conducting induction meetings with new starters. * Exit interviews * Answering basic queries from staff and members of the public   Ensure the Council's Sickness Policy is fully complied with by monitoring sickness triggers and working with the HR Business Partner to action triggers, as necessary and ensuring sickness records (including return to work paperwork) are up to date.  Support the Council performance management process, as directed by HR Manager.  Support staff at times of distress, whether it be through sickness meetings or informal visit to HR and referring them towards our Employee Assistance programme.  As directed by the HR Business Partner, work with managers to prepare advertisements for vacancies within the Council.    Participate in various stages of the recruitment process, as directed by the HR Business Partner, to ensure the most efficient & effective service for managers and applicants.  Ensure that all recruitment materials and communications are up to date  and relevant at all times.  Provide basic advice and assist in arranging the Learning & Development activities across the Council.  Assist with FOI requests and audits as requested by the HR Business Partner.  Support the HR Business Partner in their role, assisting at sickness meetings, investigations, disciplinary hearings, etc. and having input into HR Policies.  Work closely with other HR Assistants and the entire HR team to ensure the high quality of service for all Council employees and external stakeholders.  Support HR & corporate projects, as directed by HR Manager. |

**Location:** Based at Argyle Road, Sevenoaks, with requirement to travel to other sites within the district as required.

**GENERAL RESPONSIBILITIES**

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| * To embrace the values and behaviours of the Council. * To comply with the Council’s Safeguarding policy. * To actively promote equality of opportunity and inclusion wherever possible. * To comply with the Council’s Health & Safety policy. * To participate in any relevant training for the duties of this post and to achieve the key objectives of the Council. * To participate fully in the Councils staff appraisal scheme. * To carry out any other related duties which may be directed by the HR Business Partner or HR Manager. |

**PERSON SPECIFICATION**

**Job Title: HR Assistant**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * A Levels or equivalent | * Hold a recognised HR qualification or equivalent relevant experience. |
| **APPROACH** | * An effective team player with a supportive & collaborative approach, with the ability & motivation to deliver good quality work. * Ability to organise own workload, meet deadlines and manage time effectively. * Commitment to deliver an excellent HR service to our customers. * Demonstrate tact and confidentiality when dealing with highly sensitive information. * Commitment to learning. |  |
| **KNOWLEDGE, SKILLS & EXPERIENCE** | * Sound administrative experience in a busy office environment. * Ability to present solutions and get things done through collaboration with colleagues but also challenge where necessary. * Knowledge of Microsoft packages including Word, Excel and Outlook. | * Experience in carrying out the DBS process. * Knowledge of the HR systems or other databases |
| **Other** | * Able to demonstrate an understanding, and commitment to, equality and diversity, and its practical application. * To actively promote the values and behaviours of the Council. |  |