



Human Resources Assistant

Within People and Policy

Grade	GG56	JE Code	LCC025	Role Type	Hybrid
Team	Human Resources and Organisational Development	Post Number		Reports to	Senior HR Business Partner
Line Manages	N/A				

About the Job

The Human Resources Assistant provides administrative and operational support to the HR team, helping to ensure the smooth functioning of HR processes to support a positive employee experience. This role involves a combination of administrative duties, recruitment coordination, data management, and employee support. The role is detail-oriented, proactive, and contributes to a high-performing HR function.

Key Responsibilities

1. HR Administration and Record-Keeping

- Maintain accurate employee records, ensuring compliance with council policies and procedures, and data protection regulations.
- Prepare and manage HR documentation, including contracts, offer letters, DBS checks and other HR-related correspondence.
- Update the HR systems with employee data, changes, and relevant documentation.
- Assist with regular HR reporting, preparing data for various HR metrics and analytics.
- Organising and taking notes at meetings.

2. Recruitment and Onboarding

- Support the recruitment process by posting job ads, scheduling interviews, and coordinating with candidates.
- Support the onboarding of new employees by supporting managers through the process where required.
- Contribute towards new starters receive a positive and organised onboarding experience, setting them up for success.

3. Employee Relations and Support

- Act as a point of contact for employees, responding to HR queries and providing general HR guidance in relation to policies and systems.
- Help organise employee engagement initiatives, team events, and wellness activities.
- Assist in maintaining a positive workplace culture by supporting HR-driven initiatives and fostering open communication.



4. Compliance and Policy Adherence

- Ensure compliance with employment laws, council policies and procedures, and data protection standards.
- Support audits of HR files and records to ensure adherence to council standards.
- Assist in monitoring and updating council policies and procedures as needed.

5. Supporting the smooth operation of other HR functions

- Including occupational health, health surveillance, eye vouchers.
- Preparing information for Freedom of Information and Subject Access Requests.
- Maintaining Sharepoint pages, administering staff benefits.
- Processing invoices, etc
- Supporting at careers fairs and other events.

Key outcomes

The Human Resources Assistant will contribute towards delivering outcomes such as:

- Employee records are kept up to date and are compliant with data protection laws.
- New employees feel supported through recruitment and onboarding.
- HR queries are dealt with efficiently, improving employee satisfaction.
- Policies and procedures are complied with.
- Payroll runs smoothly due to accurate entry of employee data.
- Employee engagement is supported by the support provided to employee events and activities.
- Strategic decision making is enabled through accurate data compilation.

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Qualifications & Training	GCSE Level 5 or above (or equivalent) in English and Maths <i>Or equivalent experience in a related role</i>	Relevant qualification in HR, Business Administration, or similar field	App Form, Interview, Certificate
Experience	Working in a customer service or administrative role	Working in an HR administration role Working with a HR system/database	App Form, Interview
Job Related Skills, Knowledge & Abilities	Strong organisational skills with the ability to manage multiple tasks and meet deadlines	Employment law Best practice in HR	App Form, Interview



	High attention to detail and accuracy Excellent verbal and written skills Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc)	Data analysis and interpretation skills	
Personal Attributes Including Interpersonal & Communication Skills	Proactive and self motivated Strong interpersonal skills Customer focussed mindset Flexible and adaptable to work in a fast paced environment High level of integrity, discretion and professionalism when handling sensitive information Willing to learn and pursue professional development opportunities		App Form, Interview
Special Requirements/Other	Ability to travel to locations, as the job will provide support at multiple council sites around the district, and you will travel frequently between locations	A full UK driving license is desired.	App Form, Interview

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your service, appropriate to grade of the role.