

Job Details

Job Title: **HR ASSISTANT**

Post Number: POST000328

Directorate: Resources

Section: Human Resources

Post Grade: Tier: 5 Grade: D

Responsible to: HR Officer

Responsible for: Not applicable

Job Purpose

- Give advice and information to staff and Managers to keep them updated about the Council's HR Policies and Terms and Conditions of employment.
 - Administer employment contracts, sickness absence, and HR/Payroll Information Systems to maintain accurate data regarding Council employees and support the HR team and managers in the management of sickness absence cases undertaking welfare meetings as appropriate.
 - Support the Head of HR and assist in the identification of Corporate, Departmental and individual learning and development needs to meet the training requirements of the Council and provide an effective training and development service.
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Main Responsibilities

- Prepare contracts of employment for new starters to make staff aware of their terms and conditions of employment.
- Give advice to staff and managers in response to queries about a wide range of Personnel issues including conditions of service, recruitment and selection and sickness absence management.

- Monitor sickness absences so that Occupational Health referrals and welfare visits can be arranged as and when required. Attend welfare meetings to provide support to managers and employees during sickness absences.
 - Maintain HR related data and records in accordance with data protection and GDPR principles, including the iTrent HR/Payroll Information System so that staff records are up to date and accurate at all times.
 - Produce relevant reports and statistical information as required and analyse data as required.
 - Provide administrative support to the recruitment and selection process so that it is handled in an efficient and effective way ensuring that pre-employment checks are completed satisfactorily.
 - Provide administrative support for the development of training courses including arranging group and individual courses and undertaking specific learning and development projects, for example, work experience schemes.
 - Process Disclosure and Barring Service forms for employees and client organisations effectively.
 - Undertake staff inductions so that staff can be advised about key Council policies.
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Decision making

- Answer queries about conditions of service for example pay and grading, leave entitlements, sickness, maternity, recruitment and selection among others.
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Financial Responsibilities

- To raise purchase orders and process invoices for all Personnel and training expenditure to ensure effective account keeping.
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Key Contacts / Relationships

- All staff, trade unions, external agencies and partner organisations.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Jo Watts, Head of HR**

Date: **08 July 2026**

Version: **1.1**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: HR ASSISTANT

Post Number: POST000328

EXPERIENCE

Essential Criteria

- Experience of providing a broad range of HR administrative support, including recruitment and selection, contracts of employment, sickness absence, employee welfare, HR records and general HR correspondence. A / I
- Experience of providing advice and information to managers, employees and service users on HR policies, procedures and conditions of service, with a commitment to excellent customer service. A / I
- Experience of maintaining accurate employee data and records using HR, payroll or similar business systems, with an understanding of the importance of confidentiality, data protection and GDPR. A / I
- Experience of extracting, analysing and presenting information from HR, payroll or similar systems to produce accurate reports, statistical information and management information. A / I / T
- Experience of using IT and Microsoft Office packages, including Word, Excel and Outlook, to support effective HR administration and service delivery. A / I / T

Desirable Criteria

- Experience of working in local government. A / I
 - Experience of working in a training, learning and development or workforce development function. A / I
 - Some knowledge of local government pay, grading and conditions of service. A / I
 - Experience of using iTrent or another HR/payroll information system to maintain employee records, support reporting and process HR/payroll information. A / I
 - Experience of acting as a system administrator, super-user or key user for iTrent or a similar HR/payroll system. A / I
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QUALIFICATIONS

Essential Criteria

- Good standard of general education, including GCSE English and Maths at Grade C/4 or above, or equivalent qualifications or demonstrable ability through relevant work experience.

Desirable Criteria

SKILLS & KNOWLEDGE

Essential Criteria

- Ability to plan, organise and prioritise own workload effectively to meet deadlines in a busy HR service. A / I
- Basic knowledge of employment law and HR practice in relation to recruitment, contracts of employment, sickness absence and termination of employment. A / I
- Good literacy skills, with the ability to write routine letters, emails, notes and other correspondence clearly and accurately. A / I / T
- Good numeracy and analytical skills, with the ability to complete calculations, interpret information, identify trends and produce accurate statistical data and reports. A / I / T
- Good IT skills, including the ability to use Microsoft Excel to organise, analyse and present information accurately. A / I / T
- Ability to maintain accurate HR system records and understand the importance of data quality when producing reports and management information. A / I
- Ability to deal sensitively and appropriately with confidential information and HR issues. A / I
- Ability to work independently and as part of a team, using initiative to complete both routine and non-routine work as required. A / I
- Ability to take accurate notes or minutes at sensitive HR related meetings. A / I / T

Desirable Criteria

- Knowledge of iTrent functionality, including employee records, absence information, reporting tools, workflows or system administration processes. A / I
- Understanding of HR system administration, including user access, data quality checks, system updates and supporting system users. A / I

OTHER REQUIREMENTS

Essential Criteria

- Commitment to ensuring equality of opportunity in HR matters and service delivery.
- Current full driving licence and access to a vehicle (reasonable adjustments will be considered should a disability preclude this requirement)

Desirable Criteria

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ASSESSMENT KEY:

A Application | *I* Interview | *T* Test | *D* Documentation

Version: 1.1 – 08 July 2026