

### JOB DESCRIPTION/PERSON SPECIFICATION

<b>Job Title:</b>	Human Resources Assistant
<b>Responsible to:</b>	Group Head of HR Shared Services
<b>Responsible for:</b>	N/A

<b>1.</b>	<b>Job Purpose:</b>
1.1	Work closely with the HRBP to ensure all processes relating to HR activities are administered accurately and in a timely manner.
1.2	Adopt a pro-active and responsive approach to ensure service levels are met and Institute staff feel supported and Institute standards are met.

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	Administration relating to a variety of HR functions including data input, typing, filing and scanning.
2.2	Coordination including booking rooms, appointments, interviews and advertising.
2.3	Customer support through dealing with enquiries and requests for information face to face, over the telephone and in writing.

<b>3.</b>	<b>Specific Duties:</b>
3.1	<p>Provide administration, coordinator and customer support for all areas of HR including:</p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Absence</li> <li>• DBS checks</li> <li>• Reference requests</li> <li>• Induction</li> <li>• Health and Wellbeing</li> <li>• Contracts of employment</li> </ul>

3.2	Ensure all internal systems are up to date and displays relevant materials.
3.3	Maintain accurate personal records at all times.
3.4	To provide appropriate advice and guidance to managers and staff on issue relating to their employment.
3.5	Provision of cover as required for the other HR Assistants.
3.6	Work flexibly to ensure that the HR service is responsive to the needs of internal and external customers.
3.7	Liaise with Institute staff and managers as necessary.
3.8	Participate in Partnerships working groups as required.

<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

<b>9.</b>	<b>TEC Partnership Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

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## Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

*Please see following page for Person Specification*

<b>Qualities</b>	<b>Specific Requirements</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>	Level 2/GCSE English and Maths	E	
	Certificate in Personnel/HR/Training Practice		D
	Evidence of continuous professional development	E	
<b>Specialist Knowledge</b>	Experience of working within a HR environment		D
	Working knowledge of employment law with specific knowledge of employee relations		D
	Knowledge of computerised HR systems and their application		D
<b>Experience</b>	Experience of administration	E	
	Experience of advising on a range of HR issues		D
	Administrative experience within a HR environment		D
	Experience of working to tight deadlines whilst delivering flexibility to the business	E	
<b>Skills and Attributes</b>	Ability to work on own initiative or as part of a team	E	
	Attention to detail	E	
	Excellent organisational skills; ability to prioritise and meet deadlines and multi task in a fast paced and changing environment	E	
	Ability to demonstrate diplomacy, impartiality and professionalism at all times	E	
	Ability to handle information/data with strict confidence and sensitivity	E	
<b>Other</b>	DBS check carried out on appointment	E	

Qualities identified and determined by:

*E = Essential*

*D = Desirable*