

## Job description

<b>Job title:</b>	HR Assistant		
<b>Department:</b>	Human Resources	<b>Contract:</b>	Fixed term
<b>Reporting To:</b>	Head of People	<b>Hours per week:</b>	22.5

### 1. Job purpose

- Work with the Head of People to provide an effective and efficient HR service to both our internal and external customers.
- Be the trusted first point of contact for employees and managers on HR admin related issues, taking ownership for handling and resolving queries and escalating more complex issues appropriately.
- With the other HR assistant be the leads in administrative support to the HR team and line managers, including payroll, recruitment and HR record keeping.
- To contribute to the delivery of HR team plan and support HR projects as appropriate and required.

### 3. Principal accountabilities & Tasks

#### Administrative Support

- To administer HRIS and respond to staff queries. To enter employee data and update HRIS, maintaining accuracy and confidentiality and assisting with preparation of employee data analysis reports as required.
- To be the lead on all HR administration support for the entire employee life cycle from recruitment to contract changes to exiting the business.
- To contribute to drafting and updating policies and other HR documents as agreed with the Head of People.
- To provide staff induction and training on HR systems and procedures. To maintain accurate training records, including updating HRIS.
- To draft, agree/ sign and send to staff formal letters, contracts, and other paperwork relevant to their employment.
- To collect, process and file HR paperwork, including producing and collating induction packs for new starters and collating disciplinary/ grievance packs.
- To provide general administrative support to the HR team and line managers, with responsibility for stationery ordering, filing, dealing with correspondence, printer supplies, raising purchase orders and processing invoices.
- To assist the H&S Advisor with H&S administrative tasks on ad hoc basis e.g. acquiring consumables, arranging first aid training.
- To take meeting notes and produce minutes as required. i.e. EDI Change group & Health & Safety meetings
- To log PDR returns and provide timely information to the Head Of People and Line Managers.

#### Payroll

- Prepare and collate information for payroll, ensuring that all details for new starters, leavers and changes to contract are recorded and forwarded to the payroll provider.
- To keep accurate records of all payroll related actions on HR database and paper-based files.
- To undertake payroll checking and submission as required.

## **Recruitment**

- To draft job adverts, agreeing with line managers/ HR Advisor and publishing on the agreed platforms
- To process job applications/ equal opportunities questionnaires as required and forward applications to recruiting managers after anonymising all applications in preparation for shortlisting.
- To undertake longlisting of job candidates and collate all associated paperwork before and after interviews as required.
- To represent HR on interview panels as required
- To prepare Equal Opportunities reports and maintaining accurate equality monitoring records.
- To advise candidates on interview outcome and prepare and e-mail/ post offer packs to successful candidates.
- To collect, file and dispose of recruitment paperwork in line with the GDPR regulations.

## **Project Work**

- Support the department with people related projects as required.

## **Other duties**

- To provide cover for the HR Advisor as required.
- To provide training on the HR systems and procedures.
- To support the Head of People as required.
- To champion YMT values and behaviours.
- To actively advocate for equality, diversity, inclusion and anti-racism.
- To actively engage in and contribute to own professional development.
- To undertake such duties of a similar nature which fall within the job purpose and are consistent with the grading of the post.

## **4. Key performance measures**

- All changes are updated on the payroll return and HR system within the month they occur.
- All staff who have changes receive a letter or contract within two weeks of the effective date of the change.
- All received applications are logged with two working days of receipt.

## **5. Knowledge, skills, experience and behaviours**

### **Knowledge**

- Qualified to CIPD Level 3 or equivalent relevant experience (desirable)
- Good working knowledge of Microsoft Office, in particular Excel

### **Skills**

- Excellent communication skills
- Excellent customer care skills
- Excellent organisational skills and attention to detail

- A self starter who uses own initiative to effectively problem solve without supervision
- Ability to prioritise in a fast-moving environment
- Ability to adapt standard documents to individual situations whilst remaining legally compliant

## **Experience**

- Previous experience in an HR environment
- Experience of administering payroll
- Experience of updating database systems accurately
- Experience of producing letters and contracts for staff
- Experience of training staff on HR processes and procedures
- Experience of coordinating recruitment

## **Behaviours**

- Confident in HR processes and acts with autonomy to address queries.
- Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role.
- Willingness to be a team player
- Flexible attitude towards performing tasks and providing cover for colleagues
- Discretion in working with confidential information
- Living and breathing our values.

## **6. Key relationships**

- Head of People
- HR Team
- CFO and Director of Corporate Services
- YMT colleagues
- CYC Payroll Provider
- Prospective applicants & employees