



## **Job Description**

**Job Title:** Human Resources Assistant

**Department:** People Department

### **Primary Objectives:**

To ensure accurate HR administration in the areas specified, and contribute to the overall effectiveness of the People Department

To contribute to the development and implementation of internal HR administrative systems, processes and procedures

### **Main Duties:**

#### **Recruitment & Selection**

1. Prepare application packs for advertised vacancies for both employees and volunteers
2. Receive and record requests for application packs and dispatch these to enquirers, via on-line, e-mail or post
3. To upload Vista vacancies to the online portal.
4. To manage recruitment and online applications inbox and processes
5. Receive completed applications and forward to recruiting manager
6. Prepare interview letters and regret letters following interviews
7. Ensure that all pre-employment checks are carried out including DBS checks, verifying candidates' eligibility to work in the UK, chasing references and health declaration.
8. Administer DBS disclosure applications, updating the database and processing 3 yearly checks
9. Make up staff identity badges
10. Scan employee documents onto our Bright HR system
11. Ensure pre-employment tasks are completed; email, Bright HR set up, Care Skills, and other necessary to the role

## **Learning & Development**

1. Undertake administration of training events as and when required

## **Bright HR data System**

1. Process/Update employee data on the Bright HR database
2. Produce statistics from the Bright HR database and other data sources
3. Produce ad hoc reports from Bright HR database and other data sources

## **Annual Leave**

1. Update annual leave on the Bright HR database

## **Miscellaneous Duties**

1. Update car insurance and MOT details for fieldwork staff
2. Administer employee benefit claims (eg: Optical, Dental)
3. Undertake any general administration which may arise within the People Department, including filing duties, admin/clerical support to the People colleagues and home managers, note taking at meetings and assisting colleagues in preparation of written statement of particulars and contract variations.
4. Archiving old documents in line with GDPR and Data Protection requirements

## **Resources:**

### **a) People**

- Role is first point of contact for the public enquiring about job opportunities.
- Also first point of contact for applicants with queries at all stages in the recruitment process.
- Role liaises with 3<sup>rd</sup> parties in respect of pre-employment checks (e.g. referees, Disclosure & Barring Service).
- Role liaises with internal managers in respect of their recruitment needs, and advises on process.
- As required advises managers more generally, as well as employees, on a range of terms and conditions queries, in the absence of the HR Adviser.

### **b) Financial**

N/A

### **c) Non-financial**

Role is responsible for employee data held on the Human Resources Information System and in paper formats on personal files. Role is responsible for upkeep and accuracy together with security of storage/adherence to confidentiality and data protection requirements.

Role has administrator rights for the Bright HR System. Role is user of own personal computer and operates the identity badge making hardware and software for the organisation.

### **d) Special Factors**

N/A

### **Additional responsibilities**

- 1) To ensure activities comply with current law
- 2) To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

**Prepared by: SB**

**Date: Sept 2022**

This job description sets out the duties of the post at the time when it was drawn up. Such duties 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 of themselves justify a reconsideration of the grading of the post.

## Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Level 3 qualification in Human Resources, or equivalent knowledge gained through work experience</li> </ul>		Application form & interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of general administrative duties, including record keeping, producing correspondence and working to deadlines.</li> <li>IT experience, including MS Office applications and email/internet.</li> <li>Experience of dealing with customers, responding to queries and giving information.</li> <li>Experience of being part of a team working for a shared purpose.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using a HR Information System</li> </ul>	<p>Application form &amp; Interview</p> <p>Application form &amp; Interview</p> <p>Application form &amp; Interview</p> <p>Application form &amp; Interview</p>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Literate and numerate to the standards required for the role.</li> <li>Able to manage a varied workload whilst ensuring accuracy and meeting deadlines</li> <li>General understanding of DBS checks and law relating to recruitment and</li> </ul>	<ul style="list-style-type: none"> <li>Basic knowledge of employment law</li> </ul>	<p><b><u>Test may be used for parts of this section</u></b></p> <p>Application form &amp; Interview</p> <p>Application form &amp; Interview</p> <p>Application form &amp; Interview</p>

	<div>selection.</div> <ul style="list-style-type: none"><li>Awareness of confidentiality</li></ul>	<ul style="list-style-type: none"><li>Experience of administering DBS checks</li></ul>	Application form & Interview
Personal Qualities	<ul style="list-style-type: none"><li>Commitment to equal opportunities.</li></ul>		Interview