**East Kent Mencap**

**Job Description: Human Resources Assistant**

**Salary:** **£22,126**

**Responsible to: HR Manager**

**This role**

The purpose of this role is to provide an efficient general and administrative HR support service to staff and managers.

The role is critical in ensuring operational support to the HR Manager through supporting all manner of administrative tasks and requests related to general queries, processes, systems, policies and general HR administration, escalating enquiries where necessary.

**General responsibilities / duties**

**Recruitment & Selection Administration**

1. Support and co-ordinate recruitment campaigns so that agreed recruitment processes are followed
2. Support the Managers on shortlisting, interviewing and assessment of candidates. Issue all related paperwork and follow up on reference checks for all new employees
3. Schedule candidate interviews
4. Collect and monitor candidate/applicant equal opportunity data
5. Collect data to produce recruitment statistics at the end of the year

**Learning and Development**

1. Work with the HR Manager to support in the organisation of training events when required
2. Provide administrative support on upkeep of central training matrices
3. Provide technical support to colleagues on how to register and operate Delta training

**Confidentiality GDPR:**

1. Responsible for the archiving of data for agreed timeframes and then arranging for disposal upon expiration

**Payroll and Financial systems:**

1. Correlate all employee time sheets recording all variables above contracted hours
2. Act as point of contact for all contractual changes so that the payroll sheet is updated effectively. Ensure all changes are correctly authorised
3. Gain a full understanding of the administration of the payroll sheet in order to deputise for HR manager as required
4. Pay staff wages on a monthly basis using online banking
5. Act as the first point of contact on payroll queries from line managers, staff and payroll providers
6. Administer NEST pension scheme and employee correspondence
7. Expenses management and recording

**HR Administration and Systems:**

1. Provide an effective HR administration service.
2. Ensure all staff have relevant contractual paperwork during the course of their employment
3. Follow up on contract management, including contract and probation end
4. Maintain a schedule of due DBS checks for current employees and volunteers
5. Assist with visa monitoring of staff in order to comply with UKBA requirements
6. Maintain appropriate HR administration systems (including BrightHR, staff database and DBS database) and ensure they are maintained on a timely, accurate and confidential basis
7. Facilitate on-boarding for new starters including arranging IT access and logins
8. Process invoices for Human Resources department
9. Diary management for departmental meetings and minute taking where necessary
10. Coordination of staff satisfaction surveys, 360 feedback and appraisals were appropriate
11. Be responsible for advising on any staff changes for the employee pages on the EKM website
12. Create and disseminate the weekly Staff Newsletter
13. Contribute to ad hoc projects as requested by the HR manager, including research on relevant topics
14. Undertake any other duties as and when necessary to fulfil the objectives of the HR team, or EKM.

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| **Person Specification** | **Human Resources Assistant** |  |
| **Criteria** |  | **Essential / desirable** | **How measured?****(Application form/interview/ assessment)** |
| **1** | **Education/ qualifications** | 1.1 | Good standard of general education | Essential | Application form |
|  |  | 1.2 | NVQ 3 in business administration or equivalent. | Essential | Application form |
|  |  | 1.3 | HR qualification or Certificate of Recruitment Practice | Desirable | Application form |
| **2** | **Experience** | 2.1 | Experience of working in a busy administrative role, supporting multiple activities and dealing with a wide variety of internal/external customers | Essential | Application form/ interview  |
|  |  | 2.2 | Experience of recruitment and selection processes | Essential | Application form/ interview |
|  |  | 2.3 | Experience of developing and maintaining efficient and effective administrative systems | Essential | Application form/ interview |
|  |  | 2.4 | Understanding of Human Resources and its principles | Essential | Application form/ interview |
|  |  | 2.5 | Strong IT skills including use of spread sheets, databases and social media. | Essential | Application form/ interview |
| **3** | **Abilities/skills/ knowledge** | 3.1 | Proficient user of all Microsoft packages | Essential | Application form/ interview |
| 3.2 | Approachable and supportive manner, with strong customer service skills. | Essential | Application form/ interview |
| 3.3 | Ability to deal with a wide range of people and establish effective working relationships with staff and managers. | Essential | Application form/ interview |
| 3.4 | Excellent attention to detail | Essential | Application form/ interview/ assessment |
| 3.5 | Able to work to strict deadlines | Essential | Application form/ interview |
| 3.6 | Proven problem solving and analytical skills | Essential | Application form/ interview |
| 3.7 | Tact, discretion and ability to maintain confidentiality in line with GDPR regulations | Essential | Application form/ interview/ assessment |
| 3.8 | Strong communication skills | Essential | Application form/ interview/ assessment |