



## BROTHERS OF CHARITY SERVICES

### JOB DESCRIPTION

<b>Job Title:</b> HR Assistant (Maternity Cover)	<b>Department:</b> Business Support
<b>Responsible to:</b> HR Business Partner (Business Support)	
<b>Job Summary</b> (Description of main purpose of job):  To maintain an up to date confidential record of personnel records and relative information and to provide an effective Human Resources Service.	
<ul style="list-style-type: none"><li>• <b>Main Duties &amp; Responsibilities:</b></li><li>• To receive personnel information from departments.</li><li>• Maintain accurate records for all employees on the HR database and also to record in employee's personnel files relevant information correctly.</li><li>• Provide effective administrative support to the HR team.</li><li>• Ensure all new starter/leaver/mover administration is actioned in a timely manor. Creating personnel files, informing relevant departments of the new starter/leaver and tracking all new employee probation periods.</li><li>• To liaise with departments for pay and other issues.</li><li>• To provide effective administrative support to the recruitment process.</li><li>• To assist in preparing Contracts of Employment.</li><li>• To inform Wages Department of new starters, giving personal details - salary, etc.</li><li>• To prepare and provide management information to the HR leads and senior managers including regular reports and ad hoc information.</li><li>• To liaise with outside agencies when necessary.</li><li>• To maintain the HR Information Systems in an accurate and confidential manner.</li></ul>	

- To attend and record meetings as required.
- To undertaking photocopying and duplicating of documentation as required.
- To respond effectively to the administration needs of the building as a whole.
- To participate in cover arrangements that are required to ensure the smooth running of business support services of the Brothers of Charity.
- To attend to the distribution of mail when necessary.
- To attend courses as required.
- Any other duties appropriate to this post, as necessary or as requested

### **General**

The post holder is required to organise and maintain a busy office which needs to be confidential. The job holder works with a minimum supervision and has sufficient experience to work on their own initiative.

### **Training and Development:**

There is a requirement to fully participate in Training and Development in accordance with the Brothers of Charity development programme. Attend briefings supervision and A.P.R. Sessions when requested.

### **Confidentiality:**

In the course of your duties you may have access to confidential information about company business. It must be stressed that under no circumstances must this information be communicated to anyone other than authorised persons.

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### PERSON SPECIFICATION - HUMAN RESOURCES ASSISTANT

**Note:** When completing your application form please bear in mind that short-listing will be undertaken against the evidence presented by you of how you meet the essential criteria detailed in the person specification.

	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>		
CIPD (or part) qualified	D	A
Excellent ICT skills	E	A/I
Good level of literacy/numeracy skills.	E	A/I
<b>Skills/Knowledge/Abilities</b>		
Ability to organise own workload with minimum supervision.	E	A/I
Good knowledge of MS packages with emphasis on Microsoft Word and Excel.	E	A/I
Take minutes at meetings and reproduce in an appropriate format.	D	A/I
Have the ability to demonstrate good communication skills and liaise with people at all levels.	E	A/I
<b>Experience</b>		
Relevant experience of HR administration.	E	A/I
Experience of maintaining databases and producing information in report form.	E	A/I
Experience of responding to sensitive information in a confidential manner.	E	A/I

A = Application Form I = Interview

Prepared by: Julie Khan

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