**JOB DESCRIPTION**

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| **JOB DETAILS** | | | |
| **Directorate: People, Culture and Performance** | | | |
| **Post title: HR & OD Assistant** | | | |
| **Post number:** | | | |
| **Post grade: D** | | | |
| **Section: HR and OD** | | | |
| **Responsible to: Associate Director: People, Culture and Performance** | | | |
| **Responsible for: N/A** | | | |
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| **MAIN PURPOSE OF JOB** | | | |
| This post will be responsible for the HR mailbox, systems, recruitment, business management and service administration..  The post will also be responsible for the co-ordination of the Council’s annual learning and development plan, and apprenticeship and work placement programmes. | | | |
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| **SPECIFIC DUTIES** | | | |
| **Recruitment and Selection**   1. To take the lead technical role in respect of the recruitment system used by candidates, colleagues and managers across the council, including being responsible for day-to-day maintenance as well as amending and developing the system as necessary to suit the requirements of the council. 2. Organise interviews and confirm arrangements with candidates, including participating on panels as required. 3. To liaise with agency vendors as necessary to ensure the appropriate governance checks are completed, before agencies can be granted permission to supply to the council. 4. Act as the welcoming and professional ‘face of the council’ to onboarding employees, ensuring that all pre-employment checks are carried out and recorded in line with the protocol and legislative requirements. 5. Place adverts in external media as requested by managers, ensuring the adverts are legally compliant and that costs are dealt with according to council financial policies. Monitoring the response rate to recruitment campaigns including tracking the diversity of candidates from initial applications to final appointment.   **Learning, Development and Induction**   1. Collating and supplying training needs arising from annual PPDs and corporate learning and development priorities. Formulating a costed annual Council training plan for the Associate Director: People, Culture and Performance to make final decisions on training spend. 2. Organise the provision of in-house training, by arranging venues, ensuring that all participants can attend, distributing necessary documentation, organising training equipment and organising/collating training evaluation. 3. Process requests for external training, identify appropriate suppliers, secure value for money and/or secure additional income, record proposed and actual expenditure and liaise with Finance on a monthly basis to check expenditure against budget, highlighting variance to the Associate Director: People, Culture and Performance. 4. Organise and present the HR induction to new employees, inviting attendees and assisting with keeping the induction materials up to date..   **Apprenticeship Schemes and Work Placements**   1. Undertake recruitment of apprentices to the Council including advertising, arranging and attending interviews, offering posts to successful candidates and contacting/liaising with the training provider to enrol the apprentice onto the correct qualification. 2. Support senior members of the HR & OD team in monitoring income and expenditure in relation to the Apprenticeship Levy. 3. Provide first line support to apprentices and their managers, referring complex issues to the senior HR team members. 4. Assist with the organisation of work experience placements by liaising with groups, schools, universities and Job Centre Plus, completing all relevant administration related to process and maintaining regular contact with all individuals involved. 5. Promote and represent the council at careers events and activities at local schools and colleges.   **HR Systems and Business Processes**   1. Assisting in the maintenance and provision of statistical information and returns concerning the number of employees, job vacancies, advertising costs, turnover of employees, diversity, and sickness. This includes developing reports from our ATS and supporting managers in its use. 2. Maintain accurate personnel, training and establishment records, including those held on the HR system following corporate privacy policies in relation to the retention and destruction of applicant and client personal data. 3. Take the lead administrative role in respect of the time and attendance system, making adjustments through the system in line with contractual and other changes and resolving issues across all council employees. Maintain the HR Section's filing system, to keep all files and records up to date including sickness and contract changes. 4. Administration of the Council’s HR system supporting managers and employees in the use of the system to maximise the efficiency of HR business processes across the Council and acting as the point of contact with the system provider to manage updates, resolve problems etc. 5. Administration of Disclosure and Barring checks ensuring council policy and national regulations are adhered to and that checks are renewed as required. 6. Provide system training to new managers and staff as required.   **HR Support**   1. Prepare and issue contracts of employment and contractual change documentation, subject to authorisation from senior HR and OD team member, and termination documentation. 2. The administration of the PPD (appraisal) procedure; amending documents, answering basic queries from managers, recording training recommendations, electronic filing of completed PPD forms and recording PPD completion rate by department. 3. Organise Long Service and Long Service on Retirement Awards and to carry out all the associated administrative tasks. 4. Update the Intranet and website with job vacancies and HR documents, as required. 5. Provide administrative assistance to the Associate Director: People, Culture and Performance and HR and ODBusiness Partners, at investigatory meetings, performance, grievance, disciplinary, and absence management hearings. 6. Efficient administration of the Job Evaluation scheme for NJC employees, arranging panels, putting packs together, and recording and filing job evaluation results. 7. Sit on job evaluation panels under the Job Evaluation scheme for NJC employees. 8. Maintain the payroll memos on a monthly basis, ensuring all changes are documented and manager authorisation is obtained through appropriate payroll forms, and set up payroll number for new employees on the payroll system. 9. Arrange reimbursement for Flu Jabs on an annual basis and monitor uptake. 10. Answer basic enquiries from members of the public and outside bodies in relation to council HR services. 11. Respond to FOI requests, gaining support from senior members of the HR and OD team as appropriate for more complex requests.   **Finances and Budget Monitoring**   1. To hold a company credit card and be responsible for its use within council policy for purchases such as LinkedIn advertisements, recharging costs to departments as appropriate. 2. To update and maintain the local systems for budget monitoring within HR including the training, occupational health and counselling budgets and reconcile budgets with a member of the Finance team and the Associate Director: People, Culture and Performance.   **Other**   1. To deliver customer focused and responsive HR and OD services, promote efficient ways of working and continuous improvement. | | | |
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| **ORGANISATIONAL CHART** | | | |
| Chief Executive  Associate Director: People, Culture and Performance  HR & OD Business Partner  HR & OD Business Partner  HR & OD Assistant | | | |
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| **KEY WORKING RELATIONSHIPS** | | | |
| * All staff across the council * Candidates * Members * Apprenticeship providers * Local schools and colleges * System providers * Public and external customers | | | |
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| **RESOURCES** | | | |
| * Monitoring of training and occupational health budgets and the apprenticeship levy * Accountable for a corporate credit card for agreed expenditure (e.g. advertising) * Responsible for the maintenance of Eploy, MyHR and other HR systems * Responsible for a large quantity of highly confidential information | | | |
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| **PHYSICAL DEMANDS** | | | |
| * Computer use for long periods every day | | | |
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| **MENTAL DEMANDS** | | | |
| * Conflicting demands and interruptions * Highly responsive role acting as first point of contact for a variety of HR enquiries * Requirement to contact unsuccessful candidates who may display differing behaviours | | | |
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| **WORKING ENVIRONMENT** | | | |
| * Hybrid working available for this post or being fully office based is an option * Occasional attendance at local schools and colleges for careers events and activities | | | |
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| **ALL STAFF RESPONSIBILITIES** | | | |
| To adhere to all Council Policies, in particular Equal Opportunities.  To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.  To be committed to the principles of equality, diversity and the ability to treat everyone who you come into contact with with dignity and respect.  Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness. | | | |
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| **HEALTH AND SAFETY** | | | |
| Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council’s Health and Safety Policy. Ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others. | | | |
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| **PERSON SPECIFICATION** | | | |
| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| 5 GCSEs or equivalent standard of education Grades A-C including English and Maths |  |  | Application Form |
| CIPD Level 3 Foundation Certificate in People Practice |  |  | Application Form |
| NVQ Business & Administration Level 3 |  |  | Application Form |
| Membership of the CIPD |  |  | Application Form |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Experience of working in a busy office environment |  |  | Application Form / Interview |
| Previous experience of working in a busy HR department |  |  | Application Form / Interview |
| Experience of using computerised HR information systems |  |  | Application Form / Interview |
| **SKILLS** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Good communication skills |  |  | Application Form / Interview |
| Ability to set up systems and procedures to streamline processes |  |  | Application Form / Interview |
| Strong digital skills |  |  | Application Form |
| Competent in the use of MS Office |  |  | Application Form |
| Organised and able to cope in a pressurised environment |  |  | Application Form / Interview |
| **BEHAVIOURS / ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Effective team player |  |  | Application Form / Interview |
| Able to prioritise and balance a varied workload |  |  | Application Form / Interview |
| Enthusiastic and self-motivated |  |  | Interview |
| Strong customer focus |  |  | Application Form / Interview |
| Commitment to the principles of Equalities, Diversity, confidentiality and Health & Safety |  |  | Application Form / Interview |
| Committed to continuous professional development |  |  | Application Form / Interview |