**Job description**

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| **Job title:** | HR Assistant | | |
| **Department:** | Human Resources | **Contract:** | Permanent |
| **Reporting To:** | HR Manager | **Hours per week:** | 22.2 |

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| **1. Job purpose**  To provide administrative support to the HR team, including Payroll administration.  To contribute to delivery of HR team plan and support HR projects as appropriate.  To maintain accurate employee records in accordance with the General Data Protection Regulations. |

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| **2. Dimensions**  Payroll and systems – updating approximately 20-30 staff changes per month with accompanying letters/contracts. Assists with payroll checking and submission.  Recruitment – processing applications for 1-5 recruitment drives per month. |

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| **3. Principal accountabilities**  **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 contribute to drafting and updating policies and other HR documents as agreed with the HR Manager.  To provide staff induction and training on HR systems and procedures. To maintain accurate training records, including updating HRIS.  To draft, agree/ sign with HR Manager/HR Advisor 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, with responsibility for stationery ordering, filing, dealing with correspondence, printer supplies, raising purchase orders and processing invoices.  To assist H&S Advisor with H&S administrative tasks on ad hoc basis.  To take meeting notes and produce minutes as required.  **Payroll**  To assist HR Advisor by preparing and collating 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 on behalf of HR Advisor 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  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.  **Other duties**  To provide cover for the HR Advisor as required.  To provide training on the HR systems and procedures.  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. |

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| **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. |

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| **5. Knowledge, skills, experience and behaviours**  **Knowledge**   * Qualified to CIPD Level 3 or equivalent relevant experience with strong willingness to qualify * Good working knowledge of Microsoft Office, in particular Excel   **Skills**   * Excellent communication skills * Excellent customer care skills * Excellent organisational skills and attention to detail * Ability to use initiative and effectively problem solve * Ability to prioritise in a fast-moving environment * Ability to adapt standard documents to individual situations whilst remaining legally compliant * YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:   + Digital recording – e.g. photography, sound, video   + Social networking – e.g. twitter, Facebook   **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 entry-level recruitment (desirable)   **Behaviours**   * 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 * Willing to be member of the CIPD |

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| **6. Key relationships**  HR Team  Head of Strategy, Finance and Corporate Services  YMT staff  CYC Payroll Provider  Prospective applicants & employees |

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| **7. Organisation chart** |