

Job Description and Employee Specification

HR Assistant

Chief Executive’s Office

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| **Service:** | **Chief Executive’s Office** |
| **Division:** | **People & Organisational Development** |
| **Job Title:** | HR Assistant |
| **Responsible to:** | Senior HR Business Partner |
| **Grade** | NLC7 |
| **Conditions of Service** | SJC |
| **Date of last review:** |  |
| **Job Outline**  To provide a comprehensive HR support service to the Business Partnership Team. | |
| **Main Duties and Responsibilities**   1. Responsible for developing and maintaining HR management information systems and procedures. 2. Liaise with establishments and/or managers where appropriate in relation to HR enquiries and provide advice and guidance on HR processes and procedures where required. 3. Liaise with the Employee Service Centre regarding pay and conditions queries. 4. Responsible for the co-ordination of all HR information requests and where appropriate assist with the preparation of correspondence and documentation. 5. Responsible for ensuring that HR enquiries submitted to the HR Business Partnership mailbox/enquiry system are efficiently and promptly managed. 6. Provide support to senior HR staff within the Business Partnership team. 7. Assist with developing and updating service HR procedures and guidance to ensure compliance with legislative changes. 8. Preparation and collation of HR statistical workforce data and performance monitoring information to ensure the accurate provision of management reports data and information related to statutory returns. 9. Utilising and maintaining relevant Information Technology systems ensuring adherence to data security procedures where appropriate. 10. Analysis of information and preparation and presentation of HR reports using a variety of management information systems. 11. Ensure compliance with the Data Protection Act at all times. 12. Comply with the Council’s Health & Safety at Work procedures and any relevant legislation, ensuring safe systems of work are used at all times. 13. Undertaking such delegated duties as may be decided by the Council and such other duties as may be required by the Business Partnership Team.   This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.  The Head of People & Organisational Development shall have the discretion to rotate and deploy officers within the Business Partnership across Services in the interest of their own professional development and /or the interests of the Council. | |

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS/TRAINING** |  |  |  |
| * Educated to SVQ Level 3/HNC in administration or equivalent * Certificate in Personnel Practice | X | X | Verification/Application Form/Interview |
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| **WORK EXPERIENCE** |  |  |  |
| * Moderate relevant experience gained within a clerical/administrative role * Moderate relevant experience gained within an HR environment * Supervisory experience | X  X | X | Application Form/Interview |
| **KNOWLEDGE/SKILL/ABILITY** |  |  |  |
| * Excellent telephone and written communication skills and ability to provide information concisely and clearly. * Good organisational skills | X  X |  | Application Form/Interview |
| * Ability to work as a member of a team and to be able to use initiative appropriately * Ability to prioritise and meet agreed deadlines * Knowledge and practical use of Microsoft Office * Numerate and IT literate * Attention to detail and concern for accuracy * Knowledge of operational HR systems e.g. iTrent, Talentlink * Knowledge of HR policies and processes | X  X  X  X  X | X  X |  |
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| **PERSONAL QUALITIES/ATTRIBUTES** |  |  |  |
| * Flexible and adaptable | X |  | Interview |
| * Ability to act in a professional manner | X |  |  |
| * Ability to relate to members of staff and public | X |  |  |
| * Ability to maintain a high degree of confidentiality regarding all aspects of work * Self motivated * Enthusiastic | X  X  X |  |  |
| **OTHER** |  |  |  |
| * Ability to travel throughout North Lanarkshire |  | X | Interview |
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