



## Rossendale Trust

Supporting independent futures

### **JOB PROFILE – Human Resources Assistant**

#### **PRIMARY OBJECTIVE**

To contribute to providing a high quality, professional, proactive HR service that meets customer needs and corporate objectives. Working collaboratively and flexibly to deliver an efficient and solution-based service to the Trust's employees and managers.

#### **PRINCIPAL ACCOUNTABILITIES**

##### **Human Resources**

- To respond to general straightforward enquiries, escalating matters as appropriate
- To handle requests for information promptly and professionally
- To process starters and leavers, including, but not limited to; offer letters and contracts
- To attend discipline and grievance meetings and other ad hoc employee meetings and record minutes
- To attend staff forum meetings and record minutes
- As required, to develop and update HR forms ensuring they are legally compliant, are user-friendly and follow best practice
- To carry out research projects and complete appropriate questionnaires/surveys, as required
- To format and distribute all policies and procedures
- To work with appropriate departments to produce the Staff Newsletter
- To research appropriate events for staff, particularly those related to Health & Well-being and take the lead in the organisation of these events

##### **Employee data and files**

- To ensure that the HR database and other employee record systems are updated and maintained, and finance are notified of any changes e.g. Recommend a Friend and Cash Health Plan
- To support the timely processing of all HR information for fortnightly payroll
- To assist in the identification and monitoring of key employee trends and patterns emerging from data and workforce information
- To produce reports and statistics according to the needs of stakeholders, including but not limited to, absence reports
- To ensure that employee files are updated and maintained in accordance with internal procedures and external audit requirements, including archive files
- To ensure accurate and timely digital filing of employee information and documentation

- To produce an annual list of staff who have achieved 100 per cent attendance and issue them with a gift card/voucher in recognition of this achievement, when required
- To administer the fortnightly payday and any other prize draws
- To recommend changes to systems and procedures to improve the efficiency of the department

### **Recruitment**

- To update job adverts on Job Centre Plus web site and place adverts in other appropriate media/publications/venues, including the Trust web site and social media
- To record, sift and email copies of application forms to Recruiting Manager/s for short listing. To follow up on non-returned forms
- To arrange interviews, create panel packs and advise candidates of outcome of interview
- To ensure application forms are returned after interview with appropriate interview notes
- To provide advice and support to managers on the recruitment and selection process Applying the appropriate recruitment and selection procedures and guidelines, compliance with relevant legislation to enable the recruitment function to be carried out promptly and efficiently
- To meet with successful candidates and complete new starter paperwork, right to work checks and online DBS checks, ensuring all new starters comply with policy by having 2 references (additional appropriate references as per reference policy) on file and a DBS check completed before starting work
- To process and monitor Disclosure and Barring (DBS) applications for prospective and existing employees
- To ensure references are requested and received in a timely manner

### **Projects**

- To lead and/or contribute to organisation wide or HR projects which support business objectives and corporate governance, e.g. Health & Well-being events, Best Companies

### **Additional Requirements**

- To undertake any other duties as requested by the Head of HR and Training and other members of the Senior Management Team in accordance with organisation requirements

Rosendale Trust employees working within the HR department will have access to confidential, staff-in-confidence and other sensitive material. It is a condition of their contract of employment that discretion is used at all times to ensure no material is leaked from the department to unauthorised members of staff or third parties.

**PERSON PROFILE – HR Assistant**

<b>CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSED BY</b>
<b>QUALIFICATIONS</b>		
Good standard of education, GCSE or equivalent	E	Application/Certificate
<b>KNOWLEDGE AND EXPERIENCE</b>		
Experience of working within a varied administrative role	E	Application/Interview
Experience of working within a HR administrative role	D	Application/Interview
Experience of working with in-house databases	E	Application/Interview
Experience of data analysis and evaluation	D	Application/Interview
Experience of taking minutes	D	Application/Interview
<b>SKILLS AND QUALITIES</b>		
Excellent communication skills – written and verbal	E	Interview/Test
Excellent IT skills, proficient in Data entry, Word, Excel and Outlook	E	Interview/Test
Strong planning and organisational skills – able to prioritise workload effectively, with ability to consider future organisational requirements when planning	E	Interview
Able to work effectively with a busy workload whilst retaining a strong eye for detail	E	Interview
Ability to deal with information confidentially and sensitively	E	Interview
Good relationship building skills with a strong commitment to customer service	E	Interview
Ability to think creatively and use initiative to generate solutions to meet objectives	E	Interview
Strong team player	E	Application/Interview
Flexible and adaptable style	E	Interview
Proactive self-starter – able to work unsupervised within agreed timeframes	E	Interview
Diligent and dependable with a passion and will to succeed	E	Interview
Experience of working within the care sector	D	Application/Interview
<b>ADDITIONAL REQUIREMENTS</b>		
The post is subject to an Enhanced Disclosure and Barring (DBS) check, (formerly CRB check)		