

# Job description

Job title:	<u>Human Resources Assistant</u>
Responsible to:	<u>Human Resources Manager</u>
Responsible for	<u>n/a</u>
Department:	<u>Corporate Services</u>

## 1. Basic purpose of the job and its primary objectives:

To provide support and assistance to the HR Manager in delivering an effective HR service to the Association, using excellent administrative and communication skills to deal with day to day HR queries.

Work with the HR Manager to ensure all HR data is managed in an appropriately confidential way in line with data protection legislation, is kept up to date and reporting deadlines are met.

## 2. Main duties:

- Provide assistance for all recruitment administrative activities, including application management, placing adverts, manage CVs, cover letter and supporting documentation such as EQ&I monitoring. Prepare recruitment spreadsheet for scoring by managers, arranging interviews, generating contracts, setting up on the HR system, DBS and reference checks.
- Provide interview support to line managers to ensure consistency of process and legal compliance is met.
- Ensure onboarding processes and induction are completed. Conduct HR Induction meeting with new starters. Track deadlines for new starter paperwork throughout the induction process and probation period.
- Track offboarding tasks like exit interviews, return of property and final documentation management.
- Support HR related internal and external inquiries and requests.
- Provide a first-point-of-contact service for all queries related to the HR electronic record keeping system and work with the HR Manager to maintain annual updates and make improvements to the system.
- Monitor and ensure maintenance of paper, digital and electronic employee records, including holidays, sickness, training, probationary, 1-2-1's and appraisals. Conducting periodic audits to ensure compliance across the Association.
- Run HR reports as necessary to support the HR Manager.

- Arrange training courses in line with the training plan, particularly ensuring our legal/mandatory obligations are met in a timely manner.
- Prepare a monthly training report, highlighting mandatory training completion rates and raising areas of non-compliance with line managers and employees directly.
- Run reports and process HR elements of payroll system on a monthly basis.
- Work with HR Manager to ensure retention processes are followed in relation to all HR data, in particular recruitment and leaver documentation.
- Provide support in helping the Association achieve and maintain awards and initiatives, such as Investors in People, QED and Customer Service Excellence.
- Assist HR Manager in liaising with our occupational health advisors as necessary, as well as arranging annual health checks (such as hearing and HAVS assessments) and general wellbeing check-ups for staff.
- Assist HR Manager in ensuring staff handbook and HR policies and procedures are kept up to date.
- Raising Purchase Orders and BACS requests whenever necessary, monitor the status of requests to ensure timely processing and payment.
- Provide general assistance and support to the HR Manager in ensuring all aspects of the HR function are delivered in a timely, effective and confidential manner.

### **3. Other**

- Attend meetings appropriate to the post whether they be specific to issues directly related to HR administration or in respect of the organisation as a whole (e.g. staff meetings/ working groups/H&S meetings) – taking minutes as required.
- To be aware of the Association's Equality and Diversity policy and procedure, related to both employees and tenants and to assist in eliminating all areas of inequality and discrimination.
- Undertake training as required to ensure continuous development of the post holder, including updates on HR software, policies & procedures, and employment practices & legislation.
- Be aware of your responsibilities under the Health and Safety at Work Act and ensure safe working systems and procedures are adopted at all times.
- Any other duties required by the HR Manager or members of the SMT that reasonably fall within the scope of the post

### **4. Supervisory and managerial responsibilities:**

Not applicable

## 5. Fire, Health and Safety responsibilities:

*Be aware of your legal responsibility to comply with health and safety legislation and a duty to comply with the Association's fire, health and safety policies and procedures to ensure that safe working practices and procedures are adopted at all times. All employees should make themselves familiar with the relevant policies held in the corporate drive and your obligations under the Associations Health and Safety Policy.*

## 6. Other responsibilities: money, equipment, materials:

- Access to confidential HR records
- HR electronic system 'System Administrator'

## 7. Knowledge and skills required:

This section sets out the essential abilities and qualities needed by the postholder.

<b><i>Knowledge and Skills required</i></b>	Essential	Desirable
<b><i>Qualifications</i></b>  Holds or working towards a professional HR qualification.		✓
<b><i>Experience</i></b>  Experience of working in a HR role  Knowledge of HR protocols and employment legislation  Previous knowledge and experience of payroll practices  Experience of working in a social housing environment.  Recruitment experience, including designing interview questions and carrying out interviews	✓  ✓	✓  ✓  ✓

<p><b>Skills, Knowledge &amp; Ability</b></p> <p>Excellent communication skills - both verbally and in writing.</p> <p>Excellent organisational skills.</p> <p>The ability to think strategically and plan ahead</p> <p>The ability to produce clear &amp; accurate documentation</p> <p>Good numerical skills</p> <p>Excellent IT skills, in particular Word and Excel.</p> <p>Ability to build effective working relationships</p> <p>The ability to represent Merthyr Tydfil Housing Association and specifically the HR function in a positive and effective manner.</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Attitudes</b></p> <p>Understanding of and sympathy with the aims of Merthyr Tydfil Housing Association.</p> <p>Commitment to promoting an Inclusive workplace.</p> <p>Commitment to work within the Health and Safety regulations.</p> <p>Commitment to uphold Merthyr Housings' values, mission and vision</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Other</b></p> <p>Adequate faculties and mental resilience to cope with all HR related issues.</p>	<p>✓</p>	

**8. Special working conditions:**

None

**9. Any other relevant comments:**

The Post Holder should regard this Job Description with a degree of flexibility as the range of duties and responsibilities is not exhaustive and may need to change to meet the needs of the Association.

It is agreed that the above is a brief and concise description of the above job.

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Prepared by: \_\_\_\_\_