JOB DESCRIPTION

HR Assistant

1. **Purpose of the job**

To provide administration support to key stakeholders within TLA.

2. **Reporting and working relationships**

The post holder will report into the HR Manager but will work alongside other key stakeholders within TLA daily

3. **Salary**

£27,560 (this includes TLA's April 2024 cost of living increase)

4. **Hours**

Maximum 37 hours, part time considered

5. **Location**

TLA's agile working policy applies to this post however it will be office based at Unit 4, Ashbrook Park, Parkside Lane LS11 5SF with some home working to be agreed with the line manager

6. **Role Responsibilities**

- To oversee and process advertisements and recruitment
- To process necessary system changes related to new starters, leavers and changes
- To follow TLA's recruitment policy and ensuring compliance with DBS, references and right to work
- Responsibility for providing administrative services in a confidential and sensitive manner at all times
- To be involved in the implementation of new technology, this may include training of others and be a key partner in progressing TLA's IT use
- To assist with receiving and sorting the post
- To assist managers in TLA in collating relevant data and reports
- To monitor the shared inbox's
- To take minutes and assist in coordinating and organising meetings for the central service and senior leadership team
- To track and coordinate organisation policy updates
- To assist with data collection and input onto relevant systems

- Administration duties such as; recruitment processing, updating the HRIS system and replying to first level terms and conditions queries such as annual leave when needed, this may include acting as cover for Administrative colleagues
- To report to HR Manager key information regarding, vacancies, compliance, audits
- To assist HR Manager where required in organising hearings and taking minutes
- To administer long service awards and vouchers
- Promote, develop and ensure ongoing compliance and evaluation with TLA's policies and procedures relating to equal opportunities and diversity
- To be aware of and promote all health and safety issues
- Other administration tasks may include; coordinating bin contracts, ad hoc reception work and general business admin needs across the organisation

7. Skills

Essential

- Confidence in using Microsoft Office packages e.g., word, PowerPoint, excel and outlook
- Effectively utilising 365 packages including Forms and SharePoint
- Attention to detail in work carried out
- Organised and able to work under pressure, effectively prioritise work and meet deadlines
- Ability to present information or data in a professional and understandable way appropriate to the audience
- Ability to communicate effectively in writing and verbally with groups and on a one-to-one basis
- Strong organisational skills
- Excellent communication skills and ability to communicate with a wide range of people.
- Excellent teamwork skills

8. Experience

Essential

- Microsoft Office packages e.g., word, PowerPoint, excel and outlook
- Office 365 packages including Forms and SharePoint
- Experience of administrator duties
- Experience of working as part of a team

Desirable

- Use of HRIS system
- Analysing/producing relevant data for example on excel
- Minute taking and meeting organisation

- HR Administration experience

9. <u>General</u>

- To commit to TLA's values
- Understand, establish and be committed to professional boundaries
- Committed to own learning and development and new ways of working
- To take part in any course, seminar, conference / learning activity as required
- To attend regular and planned supervision

TLA requires applicants to disclose all criminal convictions and cautions; no matter how long ago they occurred and regardless of whether the offences were committed as a juvenile or adult, including any oversees cautions or convictions. The organisation undertakes an Enhanced Disclosure and Baring Service (DBS) check for all successful candidates and a confirmed offer of employment is dependent on a satisfactory response from the DBS.