

JOB DESCRIPTION

ASSISTANT HR BUSINESS PARTNER (AHRBP)

Reports to	HR Business Partner
Responsible for	n/a
Hours	37.5 hours per week FTE
Annual leave	25 days annual entitlement plus bank holidays

Job overview

Reporting to the HR Business Partner (HRBP), this role provides advice and support to managers and staff on a range of HR and employment issues and manages HR processes and procedures to provide a high quality, business focused service across the Trust.

Main duties and responsibilities

- As the initial point of contact for staff and managers who contact the HR Team, resolve queries related to staff employment and welfare, legislation, company policies and procedures; escalating to the HR Business Partner as necessary
- Administer documentation in support of the employee life cycle, including new starter workflow, employment changes and leaver administration, ensuring timely and accurate processing
- Maintain a current understanding of information management practices in relation to people related data (storage, sharing, archiving and deleting) and ensure hard and soft copy file and information are managed appropriately in line with statutory requirements under GDPR
- Collate, manage and update existing HR records and maintain accurate and up to date employee data on the HRIS in line with company requirements, ensuring that good standards of data quality and protection are adhered to at all times
- Manage the end-to-end recruitment processes, including advertising roles, screening application forms, shortlisting, coordinating interviews, reference and other statutory and pre-employment checks, to ensure the process is completed efficiently and in accordance with Safer Recruitment practice.
- Ensure that DBS and police checks are completed in a timely manner and, where necessary, risk assessments are undertaken in advance of commencing employment / voluntary work.
- Support the payroll process for defined function(s), ensuring input for the monthly returns is completed in an accurately and in a timely manner.
- Undertake research and update HR policies and processes under the guidance of the HRBP, ensuring that updates are comprehensive, reference best practice and are statutorily compliant
- Build and run basic reports and undertake basic analysis to provide information to key stakeholders on an as needed basis
- Work with the HR Administrator to organise the administration, coordination and delivery of induction and on-boarding, providing a great employee experience for new staff
- Support the effective management of sickness absence, by completing initial return to work meetings with staff and notifying stakeholders of daily absences
- Manage recording, reporting and follow up of training and learning and development records, to ensure that all staff complete necessary initial or refresher training in a timely manner
- Act as notetaker for formal meetings associated with employee relations and absence management cases, ensuring notes are timely, clear and accurate
- Assist the HR Team with any projects and ad hoc administration when required

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Main duties and responsibilities (cont)

- Keep up to date with external trends and best practice within HR and continuously seek opportunities to share best practice and make improvements to HR policy, procedure and practice
- Build formal and informal contacts to share information, best practice and expertise both internally to the Trust and more widely
- Undertake any other tasks which can be reasonably expected in relation to the role

PERSON SPECIFICATION

Knowledge, skills and experience

- Educated to degree level (or possessing equivalent experiential learning), you will be a qualified associate CIPD member or hold equivalent relevant professional qualifications.
- Proven generalist HR experience, ideally within an education, care or not for profit setting
- Proven track record working in a busy, multidisciplinary HR team
- Strong administration skills, accuracy and attention to detail and able to complete tasks in a logical and through manner
- Ability to multi-task and reprioritise work to meet departmental and organisational needs
- Numerate, with an understanding of payroll from an HR perspective
- Confident communicator with the ability to build credibility, trust and respect and be able to demonstrate a positive “can do” attitude.

Personal qualities

Achieving results

- Draws sound conclusions based upon a mixture of analysis, evidence and experience
- Transforms technical information to engage a non-specialist audience
- Shares new ideas and perspectives to adjust business strategies
- Advises and/or develops practical solutions to address resource issues that impact the effectiveness of a team or project and the work to be delivered
- Facilitates discussion and resolution of conflicts or disagreements

Building relationships

- Acts as a seasoned adviser, providing independent opinions on complex client problems and novel initiatives and assists with handling priority issues
- Phrases ideas in a way that avoids negative reactions (internally as well as externally)
- Negotiates in a constructive manner when tackling difficult issues
- Manages compliance, ethical and other issues to protect the Organisation’s reputation and respect its obligations

Planning for the future

- Gives feedback that is constructive and precise based on facts and behavioural patterns observed, and gives individualised suggestions for improvement
- Promotes a shared understanding of the Organisation’s needs and strategic direction to rally teams
- Identifies and creates opportunities to initiate new partnerships that will facilitate the achievement of strategic goals
- Maintains a broad, strategic perspective while identifying and focusing on crucial details

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.