**Job Description**

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| **Job Title**: | HR Assistant | **Location**: |  |
| **Responsible To**: | HR Manager - Practice Management |  |  |

***Main purpose of the role:***

* To provide support and assistance to the HR Manager in relation to the HR administration for the firm.

***Duties and responsibilities include but are not limited to:***

* Recruitment – To advertise, manage applications from prospective candidates, arrange interviews and respond to unsuccessful applicants. Liaise with recruitment agencies as required. Assist in the administration of making job offers, compiling offer letters, contracts of employment, following up references etc.
* Inductions – Prepare the necessary paperwork in readiness for new starters. Assist in the creation of network accounts and ensure access to various systems are in place.
* Absence Management System – To set up new starters on the system and record absences as required. To ensure staff complete associated forms. To compile monthly reports for analysis.
* Pension – To upload pension data to the pension portal on a monthly basis and ensure the necessary letters are issued.
* Payroll – Assist in the processing of payroll on a monthly basis.
* Company Benefits – Assist in ensuring staff have been set up / receive various benefits eg.healthcare plan, long service awards. life assurance etc.
* Training – To book training for staff as directed by the HR Manager via external providers. To ensure the resources and facilities are in place for internal training. Assist in the management of the training portal and ensure staff complete the required training within the timescales provided. To compile reports as may be requested by the HR Manager / HOD / Directors.
* Policies – Assist in amending HR policies and procedures on the intranet.
* General HR Administration – Ensure HR records are maintained, accurate and up to date. Destroy data in line with GDPR policy under the direction of the HR Manager. To assist in dealing with HR queries from staff in the absence of the HR Manager.

***Salary and benefits:***

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| * A salary of £TBA Per Annum |  |
| * Employee pension scheme | * Life assurance |
| * Company sick scheme * Sponsored training * 24 days of annual leave plus bank holidays | * Opticians scheme & Cash Plan for other benefits * Staff discount |
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**Person Specification**

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We will consider all candidates who meet the Essential criteria. The Desired criteria is designed to guide candidates on our preferred qualifications and experience.

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|  | **Essential** | | **Desired** |
| Experience | At least one year of work experience in a customer facing role | | At least one year of relevant HR administrative work experience |
| Experience of Microsoft Office | | At least one year of work experience in any role in a Legal Service provider |
| Qualifications | English and Maths GCSE (grade C or higher, equivalents accepted) | | A-Levels (grade C or higher, equivalents accepted) |
| Hold a European Computer Driving Licence or equivalent IT qualification |
| Skills | Computer literacy | Attention to detail |  |
| Numeracy | Written and verbal communication skills |  |
| Spelling and grammar | Organisation |  |
| Attitude | Give clients the best outcomes through:   * Commitment, hardworking and helpful * Ownership, focussed on client results * Initiative, find the best solution * Flexibility, adapting to change * Care, attention to detail | Be a team player who is:   * United, supportive and accepting * Positive, confident and self-motivated * Approachable, open and friendly * Trusting, honest and reliable   Simple, genuine and uncomplicated |  |